

January 24, 2017

City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6

Attention: Jason Johnson, City Manager

Invitation to Bid for Future UBCM Conventions

Dear Mr. Johnson,

UBCM is inviting eligible host communities to submit bid(s) to host convention on the approved dates (noted below).

The Executive also approved an amendment to Executive Policy 6.2.4 regarding hotel accommodation at convention as follows:

*Invitations to bid will not be considered unless the host community can guarantee 1200 good motel/hotel units **within a reasonable walking distance of the central Convention site**, including 10 one-bedroom suites.*

UBCM is inviting eligible host communities to submit a bid to hold convention on the following dates:

Year Dates

2020	Mon. Sept 21 to Friday Sept 25
2022	Mon. Sept 19 to Friday Sept 23 – Civic election**
2024	Mon. Sept 23 to Friday Sept 27
2026	Mon. Sept 21 to Friday Sept 25 – Civic election**

Note: There will be a civic election in 2022 and 2026.

Convention is held in Vancouver every second year and will continue to be held in Vancouver on the following dates:

Year Dates

2019	Mon. Sept 23 to Friday Sept 27
2021	Mon. Sept 13 to Friday Sept 17
2023	Mon. Sept 18 to Friday Sept 22
2025	Mon. Sept 15 to Friday Sept 19

Hosting a UBCM convention involves a significant financial commitment on the part of the host and includes providing the venue for business sessions, meetings, Welcome Reception and Banquet (host responsibilities are attached in Appendix A).

To secure a bid we request that your community prepare a letter to the UBCM Executive with the following information:

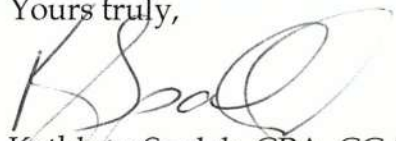
1. Confirmation of your interest and commitment to hosting a convention for one or more of the convention years noted ranked in order of preference.
2. Confirmation that you are able to secure the convention dates noted (or provide an alternate date if unable to secure the dates listed).
3. Submit your confirmation of interest by March 15, 2017.

Please direct any questions and confirmation to:

Kathleen Spalek, CPA, CGA
Chief Financial Officer
UBCM
60-10551 Shellbridge Way
Richmond, BC V6X 2W9
Ph. 604-270-8226 ext 102

Thank you.

Yours truly,



Kathleen Spalek, CPA, CGA
Chief Financial Officer

APPENDIX A

HOST RESPONSIBILITIES UBCM ANNUAL CONVENTION

UBCM is responsible for all elements of the annual Convention Program. The Convention is held every second year in Vancouver and in years when the Convention is not in Vancouver, a host community will have bid and been awarded the Convention for a specific alternating year. **UBCM requires a council resolution accepting the Convention and host responsibilities.** This resolution must be reaffirmed three years prior to the Convention.

The host community shall be responsible for facilities to house the Convention business sessions; organizing the welcome reception; facilities available to accommodate all social events including the annual banquet; organizing the partners program and other administrative assistance as may be requested and agreed. UBCM will provide the host community with detailed planning figures and other such information as is available and requested.

UBCM requests a single "liaison" be designated from the host community to be the central contact and source for communication regarding this event.

The Host community shall be responsible for the following:

1. **Meeting Facilities - contracting/financing**
2. **Delegates Welcome Reception - organizing/financing**
3. **Delegate Partners' Program & On-site Registration Desk - organizing/staffing**
4. **Hotel Accommodations - securing required hotel blocks**
5. **Additional Considerations**

UBCM and the host community will agree in advance if any additional responsibilities and/or costs are to be assumed by the host (e.g. assisting with study tours, additional social events, etc).

1. Meeting Facilities

The Host must provide, without charge to UBCM, facilities, stages, chairs and other setup details for the Convention business, social and associated sessions.

1.1 General Meeting Facilities

Convention Plenary Session Room

➤ *Monday - Friday plus Saturday and Sunday prior for technical setup*

Minimum requirements

- Capacity for 1200 delegates in theatre-style set-up with 2 aisles and central access row (approximately 14,000 sf)
- Raised stage, minimum 48'w x 20'd x 24"h with side stairs at both ends of the stage, and wheelchair access (ramp or lift)
- Minimum 23' ceiling height adequate for a 7.5' x 13' screen centred over the stage with two 9' x 16' screens flanking the stage
- front or rear screen projection options to be determined by overall floor plan
- 16'w x 8'd x 24"h tech stage
- 40' x 8' space for media tables, media feeds and minimum 30 power outlets for media equipment

Registration Area

- Suitable for delegate materials behind registration area (30' x 16'), and stanchions for approximately 2,000 registrants over 3 days

Delegate Registration Services area

Government Appointments Reception Desk area

Delegate Office Services

- photocopy space and power
- fax access

Delegate E-mail Services

- access to wired high speed internet,
- space for 2 - 6 computers and printer (approx 200sf)
- availability of WIFI service

Media Room

- min 500 sf
- access to hard wired high speed internet and WIFI
- power for computers and printers
- telephone/fax line

Executive Meeting Room (Sunday and Friday)

- 25 people, boardroom or hollow square set-up

UBCM Office

- approximately 1000 sf from Saturday to Friday, central location

Exhibit Space for Convention Sponsors

- space for 12 - 15 booths, exclusive use for convention sponsors
- 8' x 8' booth space
- access to wired and wireless high speed internet

1.2 Breakout Session Requirements (Plenary room can be used)

Monday Study Sessions

- minimum 3 meeting rooms for 100 - 250 delegates each, set semi-rounds or theatre seating
- bus loading zone for study tours

Tuesday Forums

- Regional Districts Forum: 150 – 200 delegates, semi-rounds or theatre seating
- Small Talk Forum: 250 – 300 delegates, semi-rounds or theatre seating
- Large Urban Forum: 140 – 170 delegates, semi-rounds or theatre seating
- Mid-Sized Communities Forum: 220 – 250 delegates semi-rounds or theatre seating

Daily Clinics

- Tuesday - Thursday morning, 7:30 - 8:15 am, 4 - 6 concurrent sessions
- Attendance ranges from 50 - 100 delegates

Convention Breakouts

- Wednesday – 3 to 4 concurrent cabinet panel sessions 150 – 200 delegates each set theatre
- Thursday - 4 concurrent workshops of approx. 100 – 200 delegates each set theatre or semi-rounds

1.3 Catered Function Facility Requirements

Coffee Service

- Mon. – Tues. 8:00 am – 3:00 pm (600 - 900 delegates)
- Wed. – Thurs. 7:00 am – 3:00 pm (ongoing for approx. 1000 delegates)
- Fri. 8:00 am– 11:00 am (800 delegates)

Continental Breakfast Service

- Tues. 7:00 am – 9:00 am (approx. 400 delegates)
- Wed – Fri. 7:00 am – 9:00 am (approx. 600 – 1000 delegates)

Ideally the breakfast and coffee service is in a pre-function area close to the plenary session room

Luncheons (some may be located off-site)

- Tuesday: 4 concurrent luncheons, one for each forum 150 – 350 delegates each

- Wednesday: 5 concurrent luncheons for each Area Association, 150 – 300 delegates
- Thursday: Delegates Lunch, approximately 800 – 900 delegates, 8' x 12' x 24" stage with potential for 6 – 8 people at head table

Receptions

- Delegates Welcome Reception, Tuesday evening (1200 - 1300 people)
- Facilities required but no financial responsibility for the following functions:
 1. Provincial Government reception, Wednesday evening, 800 – 1000 delegates
 2. Sponsor Receptions, Tuesday and Wednesday evening, two to three receptions ranging from 150 – 800 delegates

Annual Banquet & Reception - Thursday 6:30 pm to 12:00 am

- Stand-up reception, 6:30 - 7:30 pm for average attendance 900 – 1000 delegates
- Plated dinner 7:30 pm, option to have head table for min 32 delegates on main stage
- 8' x 12' entertainment stage

1.4 Provincial Government Meeting Space

The following is also required to be secured by the host, however, no financial responsibility will be borne by the host.

Government Offices including:

- Minister of Community, Sport and Cultural Development, reception space and room set up with tables and lounge style seating
- Ministry of Community Sport and Cultural Development meeting spaces for 20 - 24 concurrent meetings of various Ministries and Agencies
- Individual rooms or large rooms which can be divided with pipe and drape

2. Delegates Welcome Reception

The Welcome Reception is a major event that delegates consider to be a highlight of the week and in many ways it sets the tone for Convention. The Host is responsible for the cost and management of the Welcome Reception. UBCM will act as the consultant, working closely with the Host on all aspects. UBCM may contribute funds toward this event to be approved annually by the UBCM Executive.

Reception Costs:

- Food and beverage (beer, wine and non-alcoholic drinks) for approximately 1200 – 1300 delegates/guests
- Facility rental costs
- On-site event management staffing including greeters, catering staff, host, etc.
- Costs of event rentals including linens, cocktail tables, glassware, china, etc.
- Selection of suppliers such as caterers, decor, entertainment, security, etc.
- Provision of PA system for announcement capability, as required
- Directional signage as required

3. Delegate Partners' Program & Registration

The Host community is responsible for all aspects of the partners program including:

- Sourcing program options (10-15) and related costs
- Writing promotional paragraphs for delegate registration package
- Managing on-site registration and information services for partners programs from Tuesday through Thursday
- Providing all staffing and escorts for programs
- Providing UBCM with registration costs for the partners program (registration fees for the Partners' program will be returned to the Host)

UBCM Convention committee will select the Partners Programs to include at Convention from the options provided by Host. UBCM will include the Partner's program with the registration process.

4. Hotel Accommodations

Accommodation minimum requirements:

- The host shall provide UBCM with a list of hotel properties and contacts a minimum of 24 months in advance of the convention start date
- Accommodations must be a minimum 3 star quality rating
- Accommodations must reside within the host community's boundaries and be within reasonable walking distance of the central convention site
- An "internal" hotel block of 75 rooms will be assigned for UBCM use
- 10 one bedroom suites will be designated in a property near the convention venue for UBCM use

UBCM will be responsible for signing/managing hotel contracts/blocks and publicizing the hotel information to delegates. The host community may consider a "nightly room charge" on these hotel rooms to offset the host community's costs. If the host community approves this fee UBCM will ensure it is included in hotel contracts for remittance back to the host community.

Min. number of rooms required:

Sunday	600
Monday	1000
Tuesday	1200
Wednesday	1200
Thursday	1200

These rooms will be available for individual delegate bookings.

Please indicate if a "central reservations" system is available in your area.

5. Additional Considerations

5.1 Insurance

UBCM must be placed as an "additional named insured" for the purpose of the Convention on any insurance policy. A copy of this must be provided to UBCM no less than 6 months prior to the event.

5.2 Security

Host will provide general security at the primary convention venue with a minimum number of guards required by the venue on duty at all times when the building is open, with the capability of locking the building overnight.

Host will provide security at additional points of vulnerability such as loading docks during move-in and move-out, or at all times when loading and delivery areas are open but not locked.

Any additional security costs outside of the general convention will be the responsibility of UBCM.