![FCM – Federation of Canadian Municipalities / Fédération Canadienne des Municipalités]

FCM's 2025-2026 Board of Directors Meetings
Request for proposals – Host Municipalities

About FCM

The national voice of local government, representing 90 percent of Canadians.

FCM has been the national voice of municipal government since 1901. Our members include more than 2,000 municipalities of all sizes, from Canada's cities and rural communities to northern communities and 20 provincial and territorial municipal associations. Together, they represent more than 90 percent of all Canadians from coast to coast to coast. Municipal leaders from across Canada assemble each year to set FCM policy on key issues.

Today, we advocate for municipalities to be sure their citizens' needs are reflected in federal policies and programs. Year after year, our work benefits every municipal government and taxpayer in Canada, and our programming delivers tools that help municipalities tackle local challenges.

Background

FCM holds four (4) meetings of the Board of Directors each year in September, November, March and May. The November meeting is held in Ottawa and is combined with our Advocacy Days on Parliament Hill while the one in May is held virtually. Meetings in September and March are hosted by municipalities across Canada.

The fabric of our country, and the priorities of our citizens are reflected in the policy discussions and knowledge sharing that takes place at our board meetings. Hosting such a meeting will help to integrate your local realities into the practical discussions on issues of concern to municipalities across Canada. Hosting a board meeting also provides the opportunity to showcase your community to municipal leaders from across Canada.

Guiding Principles

The selection process will be like a Request for Proposals (RFP) Process: Clear, Fair and Transparent.

Descriptions of the process, the criteria for selection and additional instructions for submission of proposals to host is available to all members.

Only municipalities that are not capable of meeting the requirements of hosting the FCM Annual Conference and Trade Show may make submissions to host a board meeting.

It is FCM's intention to provide "Canadian experiences" to board members that will help in the development of initiatives that serve all Canadian municipalities.

The locations for board meetings will normally rotate across FCM's five regions of Canada: British Columbia, Prairies and Territories, Ontario, Quebec, and Atlantic. Where applicable and possible, provincial rotation will also apply, as will "Destination" criteria.

Meeting	Location	Region
March 7-9, 2023	Regional Municipality of Durham	Ontario
September 12-14, 2023	Yellowknife, N.W.T.	Prairies and Territories
November 20-24, 2023	Ottawa	Ontario
March 5-7, 2024	Prince George	British Columbia
September 10-12, 2024	Windsor	Ontario
November 2024	Ottawa	Ontario

Municipal Election Cycle (for information only)
Source: https://www.muniscope.ca/research/municipal_facts/Elections/

This document is designed to guide potential hosts through the application process and has been approved by FCM's Board of Directors. 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

Dates
FCM is seeking proposals from member municipalities interested in hosting one of the following events:

2025	2026
March 11-13, 2025	March 3-5, 2026
September 16-18, 2025	September 15-17, 2026

Process
1. Two to three years prior to the date of the event, all member municipalities will receive an email inviting submissions to host a board meeting. The deadline for submissions will be included.
2. Municipalities wishing to host the event will prepare a submission document, addressing all the requirements, and forward it by email (in Word or PDF) to Carole Brault, Manager, Events at cbrault@fcm.ca
3. FCM staff will evaluate the submissions based on the mandatory criteria. All submissions that meet the mandatory criteria will then be evaluated according to the regional rotation. A recommendation will then be made to the Standing Committee on Conference Planning.
4. If there is a tie between two or more submissions, the Standing Committee on Conference Planning will refer them to the Board for a final decision. (All pertinent documentation related to the submission and the evaluation will be provided to the Board as required).
5. FCM's Board of Directors will make the final decision as to which municipality will host the event.

Schedule

Call for RFPs: .... May 2, 2023
RFP Closing Date: .... Friday, June 30, 2023
RFP Evaluations (staff):   .... August 2023
Selection by the Standing Committee on Conference Planning .... September 6, 2023
Decision by the Board: .... Friday, September 15, 2023

Submission Requirements/Criteria

Document updated in January 2023 and approved by the Board in March 2023.

IMPORTANT INFORMATION: Your submission MUST meet all the criteria below to qualify as a host municipality for a board meeting.

1. **Membership Status:**
   Must be a member in good standing of FCM.

2. **Hotel - Accommodation**
   To accommodate meeting participants, companions, suppliers, and staff, FCM typically requires approximately 150 hotel rooms on peak nights. This typically requires that we contract hotel room blocks in one or two properties, depending on size of hotels.

   Hotel criteria:
   a. Up to 150 guest rooms at hotel(s) rated three diamonds or better by the CAA/AAA*.
   b. Wi-Fi should be available in all guestrooms, and public spaces on a complimentary basis.
   c. Confirmed hotel room rates for the dates of the meetings must be provided in the submission document.
   d. The hotel(s) must be accessible to participants with special needs (accessible parking, ramps, automatic door openers, entrances and washrooms, elevators, guest rooms, etc.).
   e. These hotel rooms should be in hotels that demonstrate sustainable practices related to waste management, energy, air quality, water, procurement, the management of staff, communications, and community partners.

   * Exception: If the proposed hotels are not rated by CAA/AAA, the host municipalities need to demonstrate how the hotels' accommodation and services compare to the three diamonds CAA/AAA criteria.

   Historical pickup for guest rooms for March and September Board meetings

Final pickup	Type	Total	Mon	Tue	Wed	Thu	Fri	Sat
March 2019 – Penticton, BC	In person	410	59	111	114	101	15	4
September 2019 – Waterloo/Kitchener, ON	In person	418	64	116	123	109	2	0
March 2020 – St-Hyacinthe, QC	In person	448	64	125	140	118	1	0

Final pickup	Type	Total	Mon	Tue	Wed	Thu	Fri	Sat
September 2022 – Strathcona County, AB*	Hybrid	173 (includes 4 on the preceding Sunday)	37	55	55	22	0	0
March 2023 – Regional Municipality of Ajax, ON	Hybrid	248	55	86	84	23	0	0

Note: There were no in-person Board meetings between March 2020 and September 2022 due to the pandemic.

*There were municipal elections in 3 provinces (ON, MB, BC) in September 2022 which affected the number of in-person members.

3. Hotel/Conference Venue – Meeting space requirements

Meeting Space	Set up	Mon	Tue	Wed	Thu	Fri
FCM Staff Secretariat / Work room / Meal room	1 large room that can accommodate three distinct areas: Secretariat: • 5x 6' table with one chair • 1x 6' table for one or two printers (no chair) • 1x 6' table for supplies (no chair) Work room: • 2 rounds of 6 Meal room: • 3 rounds of 8 • Buffet tables (venue catering)	AM set up LIVE afternoon	Live	Live	Live 3 p.m. - dismantle	Possible extension day
Plenary room	**Tuesday set up** • Head table for 8 ppl + a podium on a 1' riser *(2 ppl per 6' table or 3 ppl per 8' table)* • 20x crescent round with 5 chairs each (100 ppl) • One Canada flag **Wednesday end of day** – *reset from half rounds to U-shape* • Head table for 8 ppl + a podium on a 1' riser (same as day before)		Set up	Live Partial reset at the end of day	Live 3 p.m. - dismantle	Possible extension day

Meeting Space	Set up	Mon	Tue	Wed	Thu	Fri
	• U-Shape for 70 people *(2 ppl per 6' table or 3 ppl per 8' table)* • Classroom for 40 people *(2 ppl per 6' table or 3 ppl per 8' table)* • 10 observer chairs <u>AV/SI</u> *(arrangements will be made by FCM – same for all three days)* • 3 screens and projectors • 2 cameras • 4x 6' tables for tech equipment with 6 chairs • 3x interpretation booths • Wired internet for hybrid meeting					
Breakout room 1	• U-Shape for 30 *(2 ppl per 6' table or 3 ppl per 8' table)* • Observer chairs for 25 AV/SI: • 2 screens and projectors • 1 camera • 3x 6' tables for tech equipment with 6 chairs • 2x interpretation booths • Wired internet for hybrid meeting	Afternoon set up	LIVE	LIVE 6 p.m. - dismantle	Possible extension day	
Breakout room 2	• U-Shape for 40 *(2 ppl per 6' table or 3 ppl per 8' table)* • Observer chairs for 25 AV/SI: • 2 screens and projectors • 1 camera • 3x 6' tables for tech equipment with 6 chairs • 2x interpretation booths • Wired internet for hybrid meeting	Afternoon set up	LIVE	LIVE 6 p.m. - dismantle	Possible extension day	
Boardroom	• Boardroom for 20 ppl • 10 observer chairs		Live	Live	Live	Possible extension day

Meeting Space	Set up	Mon	Tue	Wed	Thu	Fri
Meal room (Breakfast and lunch)	• Round tables for 120 • Buffet tables (venue catering)		AM set up	Live	Live	Possible extension day
Foyer space outside plenary room	• 2x 6' tables for registration • 1x 6' table for books • Buffet tables for coffee breaks (venue catering)		Live	Live	Live	Possible extension day

OPTION 1 - 4 DAYS

ROOM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Registration	Reg. Set up (afternoon)	Registration	Registration (am only)		
Boardroom		Boardroom			
Secretariat & work room	Set up	Secretariat & work room			
Staff meal rooms		Staff Meal room			
Plenary room		Set up (am) live (afternoon)	Meals & Plenaries		
Meeting room	Set up	Committee meetings			
Meeting room	Set up (am) live (afternoon)	Committee meetings			

OPTION 2 - 5 DAYS

ROOM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Registration	Reg. Set up (afternoon)	Registration	Registration (am only)		
Boardroom		Boardroom			
Secretariat & work room	Set up	Secretariat & work room			
Staff meal rooms		Staff Meal room			
Plenary room		Set up (am) live (afternoon)	Meals, plenaries, Board meeting		
Meeting room	Set up	Committee meetings			
Meeting room	Set up (am) live (afternoon)	Committee meetings			

a. Provide the names of the meeting rooms and floor plans that meet these requirements.

b. The facility must be accessible to participants with special needs (accessible parking, ramps, automatic door openers, entrances and washrooms, elevators, meeting rooms, etc.).

c. Preference will be given to facilities that can host all functions under one roof.

d. The facility will not impose audio-visual fees should FCM decide not to use the facility's in-house audio-visual service provider.

e. Internet
- The venue must be able to provide wireless high-speed internet to all meeting rooms and public areas used by FCM and event attendees.
- Wired connectivity for the rooms where a virtual component will be required for a meeting or event, a wired connection will be required.
- Broadband internet capable of supporting multiple high quality, Zoom and Teams calls. A minimum of 20 Mbps synchronous connection is required.
- Wired connectivity will be required where FCM will be setting up administrative offices. Unless prohibited by the venue, FCM will be connecting network switches to network computers to printers in these administrative areas.
- The facility must allow for FCM to be able to use statically assigned IP addresses for the purposes or printer setup and configuration.
- The wired internet connection must be unfiltered and not require authentication / captive portal.
- (For our Board Meetings) The conference facility must provide complimentary wireless internet access to our members for the duration of the rental period.

f. A wired connection meeting the criteria above must be made available for the audio/visual company in the main plenary. This connection will be used in the event of a speaker needing to address our delegates via video conferencing. Low latency is a necessity as we want to avoid buffering or random disconnects during a speech.

g. The entire facility accessed by members shall have voice and data coverage from at least one national cellular carrier. Please provide a list of carriers and what type of cell phone coverage is accessible.

h. The facility should have sustainability practices in place related to waste management, energy, air quality, water, procurement, sourcing local foods, the management of staff, communications and community partners.

i. Bids/submissions that stipulate the 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.

4. **Computer Equipment:**
The Host Municipality must provide complimentary computer equipment as well as the services of a technician available on an on-call basis during the entire event:

a. 5 screens, keyboards and mice, and USB-C dock

Dock requirements
- Pass through Power (Min 65W)
- Ethernet Port 100Mbps minimum
- Video connectivity to rented screens
- 3-4 USB-A ports

b. 1 black and white laser printer with double-sided printing capabilities.

c. 1 color laser printer with double-sided printing capabilities.

5. **Social Event**
a. The Host Municipality must host the members, their companions (up to 15 depending on the location) and FCM Staff during a Welcome Reception and/or Dinner on the Wednesday or Thursday evening. Ideally, this event will be located at or very near the hotel where the members are staying. The approximate number of delegates and staff is approximately 150, not including representatives or guests of the Host municipality.

b. The selected venue must be accessible to participants with special needs (accessible parking, ramps, automatic door openers, entrances and washrooms, elevators, meeting rooms, etc.).

c. The Host Municipality's social event cannot conflict with scheduled meetings, including evening meetings.

d. Host Municipality greetings must be done in English and French.

e. All signage, if any, must be bilingual. FCM will provide translation as required.

6. **Study Tours (optional)**

The Host Municipality may decide to organize one or two study tours that highlight innovative municipal programs, projects, products and/or services in and around the Host Municipality.

a. The Host Municipality, in consultation with FCM, determines the content, the number and duration of the study tours. It will also provide a detailed description of the proposed tour(s). The tours are generally 2-3 hours in duration (including travel to and from) with all transportation and access provided by the Host Municipality.

b. The study tours would be held at a timeslot that poses no conflict with Board proceedings, unless agreed upon.

c. Delegates will be asked to pre-register for study tours on the Board Registration Form, but registration for tours could also take place on-site based on availability. Study tours must be staffed and operated by the Host Municipality.

d. The Host Municipality must ensure there is at least one staff/volunteer person with a bilingual capability for each tour, if required.

e. Tour guides, presentations and handouts must be available in both official languages, if required.

7. **Local Transportation**

The Host Municipality must provide shuttle transportation for members between the hotel(s) and the conference venue (if the distance is over 0.7 km), for the study tours, for its reception and/or dinner as well as transportation for those having special needs.

8. **Host Municipality Expenses**

The Host Municipality must accept the responsibilities for all expenses associated with hosting FCM as listed below:

- Welcome Reception and/or Dinner
- Study tours (if offered)
- Computer equipment
- Other services that it accepts to provide

9. **Childcare services**

The Host Municipality is asked to research and provide a list of nearby available childcare providers and services or indicate that none are available.

10. Travel Arrangements:

Provide the name and location of the closest airport, the largest aircraft it can accommodate, the names of the carrier(s) serving it and the current daily capacity, attested to by the Airport Authority.

Delegates are responsible for their ground travel costs from/to the airport and their hotel.

Please provide details on means of transportation between the airport to the hotel(s) and approximate costs (i.e., airport shuttle service, taxis, etc.) There must be affordable and timely transportation options available to accommodate the needs of delegates.

   a.   The Hotel and Conference venue should be less than two hours by ground transportation from the nearest airport capable of accommodating scheduled aircraft of at least 50 seats.
   b.   There be sufficient commercial flights at this airport to accommodate the arrival and departure of 100 – 150 people on a daily basis, particularly in the afternoon on weekdays.
   c.   Estimated airfare costs to/from major cities across the country to the host municipality must be provided for each meeting the municipality can host (March and/or September). The airfare estimates should be based on economy fares.

Exception – Travel arrangements (over two hours)

To allow smaller and remote municipalities an opportunity to host, an exemption could be made provided the host municipality: 1) has not hosted in the last 5-year or more and b) the exception is made for a maximum of one meeting every two years. This would ensure our members will not have to do extensive ground travel around our events multiple times a year.

11. Sustainability

In support of FCM's vision to ensure local governments are respected and resourced and empowered to create vibrant, sustainable communities, FCM has a core value of being a leader in environmental sustainability, promoting and supporting best practices. To achieve our vision and act in accordance with this core value, FCM incorporates the principles and practices of sustainable development into its decision-making, governance, policies, operational processes, programs, events and day-to-day activities. Greening events is an important part of our operations. A Host Municipality must commit to working with FCM to create an event that meets the environmental objectives and performance criteria of sustainable practices related to waste management, energy, air quality, water, and procurement, the management of staff, communications and community partners.

12. Destination Information

Local events, attractions and activities
*   Provide a list of local events, attractions, and activities occurring during the Board meetings.
*   Provide a list of local restaurants with distances from the hotel (if the hotel is not located in the downtown core).

13. 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**.

14. **Submission**

Submissions must be signed by the appropriate Municipal Authority; it is the Municipality's responsibility to ensure that appropriate Council or other endorsement is obtained before submission. Please include a certified copy of this endorsement in your written submission.

Provide the name, title, and full coordinates of the person who can respond to any inquiries about your submission.

Submissions must be in writing and sent by email to Carole Brault, Manager, Events at cbrault@fcm.ca.

15. **Contact Information**

Carole Brault, CMP
Manager, Events
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