



**REQUEST FOR PROPOSALS 2015-23  
EVENT PLANNER - 2016 NCLGA CONFERENCE**

The City of Dawson Creek (the "Owner") invites proposals for a meeting planner to plan, prepare and implement the 2016 North Central Local Government Association (NCLGA) Conference including Annual General Meeting, conference and tradeshow for an estimated 300 local government elected officials in Dawson Creek, BC, May 4-6, 2016.

All contract documents are available through the City of Dawson Creek website at [www.dawsoncreek.ca](http://www.dawsoncreek.ca). The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their bid. Questions regarding specifications can be directed to Brenda Ginter, Director of Corporate Administration at 250-784-3614.

Proposals will be accepted up to **2:00 p.m. (local time), May 15, 2015.**

Proposals must be sealed in an opaque envelope, clearly marked with the name and the project name/number and will be received by Brenda Ginter, Director of Corporate Administration, at:

Regular Mail:

Box 150, Dawson Creek, BC V1G 4G4

Physical Address (Courier):

10105 – 12A Street, Dawson Creek, BC V1G 3V7.

It is the sole responsibility of the Proponent to ensure that its proposal is received at the above location and by the time stipulated. Proposals received after the stipulated time will be rejected and returned to the Proponent unopened. Faxed proposals are not acceptable and will be rejected. The City reserves the right to accept or reject all or any proposal and to waive any informality, incompleteness or error in any proposal.

Proponents must refer to the RFP Documents for the terms governing the Bid process. All proposals received by the City of Dawson Creek Director of Corporate Administration become the property of The Corporation of the City of Dawson Creek and as such are subject to the Municipal Freedom of Information and Protection of Privacy Act.



## **1. OVERVIEW**

The Elected Voice of Central and Northern BC Established in 1955, The North Central Local Government Association is a non-profit, non-partisan association comprised of all elected officials in North Central British Columbia, one of the five Area Associations of the Union of BC Municipalities (UBCM). The Association works to connect communities identify common challenges and facilitate positive change. As the name implies, it is a coalition of cities, towns, Aboriginal communities, villages and regional districts. Their jurisdiction covers 70% of BC's landmass and includes nearly 60% of the province's Aboriginal population. Although forestry remains paramount, recent multi-billion dollar energy and mining projects make this region, per capita, one of the most heavily invested areas in North America.

The NCLGA is the local area association to over 250 local government leaders and represents over 40 communities in the north central region of British Columbia. The Annual General Meeting and Convention is an incomparable opportunity to welcome industry, government, and First Nations delegates from across the province to the South Peace Region. Hosting the AGM & Convention not only provides a significant economic impact (approx. \$250,000), it provides the opportunity to set the agenda for the event- from sessions to speakers, the host community has significant input into specific programming over the course of the three day event. Hosting the convention also provides the opportunity to showcase the region, and show off what exactly makes it a great place to live, work, and invest.

## **2. OBJECTIVE**

The objective of this Request for Proposal (RFP) is to solicit proposals from qualified event planners for services required to plan and implement the annual NCLGA conference and tradeshow in 2016. The event planner contract includes the following objectives:

- Plan, prepare and implement the AGM, conference and tradeshow for local elected officials (estimated attendance of 300 people)
- Secure, administer and maintain sponsor relationships
- Handle event logistics and make recommendations on conference programming
- Collaborate with the Encana Event Centre staff in Dawson Creek and the NCLGA Conference Committee to provide a South Peace Regional experience as outlined in the South Peace Regional Bid Submission (attached as Schedule A) and ensure the requirements listed the NCLGA Host Community Responsibilities (attached as Schedule B) are met.
- Meet the goals of the conference while working within the budget for a successful and stress-free event

## **3. NCLGA CONFERENCE DATES:**

May 4, 5 & 6, 2016 at the Encana Events Centre, #1, 300 Highway 2, Dawson Creek, BC.

#### 4. SUBMISSION REQUIREMENTS

Bids **must include**:

- Bid Form, Pages 1-3, completed in full:
  - Contractor Acknowledgement Form, including Conflict of Interest disclosure. The possibility of actual or perceived conflict of interest or lack of independence will be considered. If, in the opinion of the City of Dawson Creek a reasonable person would perceive there to be a conflict of interest or lack of independence on the part of the Proponent, the proposal will be rejected.
  - Contractor Code of Conduct
- The bid must be received at the closing location by the specified closing date and time, delivered in an opaque envelope and clearly marked “**RFQ 2015-23 NCLGA Conference Event Planner**”.
- The bid must be signed by a person authorized to sign on behalf of the Proponent.
- The bid must be in English.
- Proponents are asked to submit a written proposal detailing how they would meet all outlined requirements listed in the Event Planner Responsibilities Checklist (attached as Schedule C).

#### 5. CLOSING DATE

The closing date for receipt of proposals is **Friday, May 15, 2015 at 2:00 p.m. local time.**

#### 6. NOTIFICATION

The NCLGA 2016 Conference Committee will respond to all proponents that have submitted an RFP for event planner services no later than May 29, 2015.

#### 7. NCLGA CONFERENCE BACKGROUND

The purpose of the NCLGA annual conference and tradeshow is twofold. First and foremost, it is the first step in the UBCM resolutions process for local governments. Members may submit resolutions to NCLGA to be voted on at the AGM. Successful resolutions are then submitted directly to UBCM for consideration at the September conference. Second, the conference is a learning opportunity for local elected officials – whether via workshops, tradeshow booths or conversations with colleagues at various networking events. The typical conference program is included within the Bid Submission attached as Schedule A.

#### 8. OTHER CONSIDERATIONS

The City of Dawson Creek is under no obligation to select a proponent and may modify the terms of, or cancel, this RFP at any time for whatever reason(s) without liability to the proponents or anyone else.

Proponents are solely responsible and without recourse to the City of Dawson Creek for their own expenses in preparing and submitting a proposal and for otherwise participating in the RFP process. It is the responsibility of the proponents to ensure that they have completed and fulfilled all the components of the RFP package.

The City of Dawson Creek is the sole authority for all elements of Convention program planning and maintains final decision-making and signing authority for the NCLGA conference.

## **9. EVALUATION CRITERIA**

Proposals will be evaluated against their ability to meet or exceed the minimum “Event Planner Responsibilities” checklist attached as Schedule C. Only the information contained in the submission will be used for evaluation. There will not be an opportunity to make a presentation to the City beyond the information contained in your submission. Bids will be evaluated for compliance with the RFP documents, with price the priority factor in selecting a contractor from those who demonstrate sufficient capacity and ability to complete the work.

### **a. Acceptance and Rejection of Proposals**

The City of Dawson Creek, in its sole discretion, shall have the unfettered right to:

- ... Accept, reject any or all proposals;
- ... Reject a proposal that is the only proposal received by the City.

Proposals that contain qualifying conditions or otherwise fail to conform to the requirements of the RFP may be disqualified or rejected. The City may however, at its sole discretion, reject or retain for its consideration proposals that are non-conforming even though they do not meet all requirements set out in the RFP.

### **b. Improper Influence**

No proponent shall discuss or make any communications in writing regarding the proposal with any member of the Conference Committee prior to the award of the proposal.

## **10. TERMS & CONDITIONS**

Submitted proposals should outline a flat fee for services (before tax) and be inclusive of basic office materials, long distance calls, photocopies, insurance, administration and other items associated with the normal operation of a business. An hourly fee for workload beyond that which is outlined in the contract may be included in the RFP submission. The expected payment schedule should also be included.

## **11. ADDITIONAL INFORMATION**

It is the sole responsibility of the bidder to determine the current site conditions and locations.

The successful bidder will be required to provide and maintain throughout the term the following documentation, which must be submitted prior to the issuance of a contract.

- City of Dawson Creek Business License
- \$5,000,000 commercial general liability insurance naming the City as additionally insured.

## **12. CONTACTS AND INQUIRIES**

Requests for clarification of terms and conditions of the proposal process shall be directed to:

Brenda Ginter, Director of Corporate Administration

[bginter@dawsoncreek.ca](mailto:bginter@dawsoncreek.ca)

250-784-3614

**RFP 2015-23 SCHEDULE A**

**2016 NCLGA CONFERENCE**

**OFFICIAL BID SUBMISSION**

**South Peace presents**

**“PROSPERITY THROUGH PARTNERSHIP”**





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## **SOUTH PEACE Community Overviews**

### **Dawson Creek**

The Centre of it all! Excitement and enthusiasm come to mind when we think of the Peace Region hosting the 2016 NCLGA Conference. Dawson Creek (pop. 12,500) has quickly been recognized as the Entertainment Capital of Northern British Columbia with the opening of the Encana Events Centre in 2007 which has increased our ability to host successful sporting and cultural events.

Dawson Creek has a strong and diverse economy that continues to expand and attract new businesses. Though agriculture founded our area, tourism, energy, forestry and mining have combined with agriculture to create a strong regional economic foundation.



Centrally located in the Peace Region in Northeastern, British Columbia at the junction of four major highways (97 South (Hart Highway); 97 North (Alaska Highway); 49 East to Northern Alberta and; HWY 2 South to Alberta) Dawson Creek is easily accessible from all directions throughout the year. Dawson Creek's central location and accessibility enable it to draw from an additional regional population of over 220,000 within a 400km radius.

Dawson Creek, British Columbia is unique! It is the only city in the world that has the distinction of being Mile 0 of the iconic Alaska Highway. The Dawson Creek of today is a vibrant growing community whose social fabric is enriched with sport, heritage, sustainability, and quality of life.

### **Pouce Coupe**

The Village of Pouce Coupe is a quaint historical Village, located in the northeast corner of British Columbia. Also known as the "Pioneer Capital of the Peace Region", the amenities are all within walking distance and visitors are encouraged to take time to stroll through the Village with a self-guided walking tour booklet. This friendly Village is nestled west of the Pouce Coupe River amongst golden fields of grain.



The Pouce Coupe Museum offers visitors a chance to journey back to a period long ago, with permanent displays from the founding of the village, including a heritage house, trapper's cabin, caboose, and the original Northern Alberta Railway Station built in the 1930s, which now houses the museum. The majestic wooden train trestle whispers its stories through the cracks of time, located a short walking distance from the museum.

The Pouce Coupe Park keeps its promise as a place to relax and enjoy nature. The green wonderland is speckled with BBQ, pits tempting the mind with visions of juicy burgers and warm summer songs. Sheltering those that require it is a covered cookhouse, lending itself to family reunions. All that enter Pouce Park may avail themselves of picnic tables, washrooms, coin showers, and a bandstand. For those that are in need, there are RV electrical hookups. Rich with tradition, Pouce Coupe holds its annual July 1st Celebration with enthusiasm that brings the historical village to life. This celebration brings laughter and full stomachs to all who volunteer or attend the annual parade and famous BBQ.

## **Chetwynd**

Chetwynd is nestled in the foothills of the Rocky Mountains in the picturesque Peace River region and situated on the ancient floodplains of traditional Saulteau First Nations Territory. It is a small northeastern community that began life as the Little Prairie Trading Post in 1918.

Known for its rich access to the great outdoors, Chetwynd welcomes visitors who can look forward to exploring virgin forests, snow-capped mountains and sparkling lakes and rivers while hiking, mountain biking, camping, fishing, swimming, canoeing and boating.

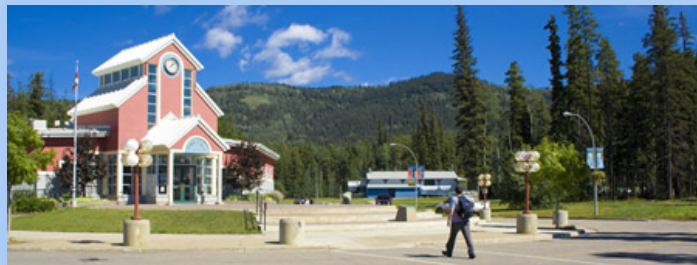


The municipality includes a community forest and is in close proximity to four provincial parks, two lakes and several recreation trails. Moberly, a large lake 30 kilometres (18 miles) north of Chetwynd, is host to two provincial park sites, a large campsite, a picnic area and boat launching facilities. Gwilliam Lake is a half-hour's drive southeast of Chetwynd and offers visitors a panoramic view of the Rocky Mountain landscape while providing recreational opportunities ranging from canoeing, kayaking and swimming to hiking and fishing.

For visitors wishing to stay closer to Chetwynd, the local community forest features two trail systems. The first is an interpretive trail leading hikers through the community forest. The second is the snowshoe trails which are very popular in winter. The community forest is popular with both locals and tourists. There's a series of interconnecting trails complete with upgraded trail markers, benches and lookout points.

## **Tumbler Ridge**

Tumbler Ridge is a beautiful community located in the foothills of the Canadian Rockies in northeastern British Columbia. Originally designed and built by the provincial government to serve the needs of the metallurgical coal mines being developed, Tumbler Ridge has blossomed into a beautiful tourism community utilizing numerous mountains, lakes, rivers, streams, and unique geological features. The drive in from Dawson Creek will give attendees the opportunities to witness the future of electricity production in Canada as they pull off the mountain's highway and look up at the wind turbines standing at over 100m tall set to a dramatic mountain and valley backdrop.



Tumbler Ridge is quickly becoming the prized jewel of Northeast BC, regularly drawing in visitors from the region and Alberta. An exciting pre-conference itinerary will be molded to fit with the interests and time constraints of the convention. We hope to see you in Tumbler Ridge next spring.



## Host Committee

The Host Committee for the 2016 NCLGA Conference will consist of representation from the Host Venue (Encana Events Centre and Tourism Dawson Creek), an experienced conference/events coordinator and a representative from each partnering community – Dawson Creek, Chetwynd, Pouce Coupe and Tumbler Ridge.

Registrations will be organized through CivicInfo BC and the Host Committee will provide a minute-taker during business sessions as well as a parliamentarian. The Host Committee will also prepare the registration packages, handouts and other AGM materials, as well as staffing for the registration area.

## Experience

The City of Dawson Creek has hosted a number of successful events such as the 2009 NCLGA Convention, the U18 Women's Hockey Championship in 2012, Northern BC Winter Games in 1998 and 2005, oil and gas conferences and many more. Partnering with neighbouring communities allows delegates to enjoy much more of the South Peace Region and increases the opportunities for success.

## Budget

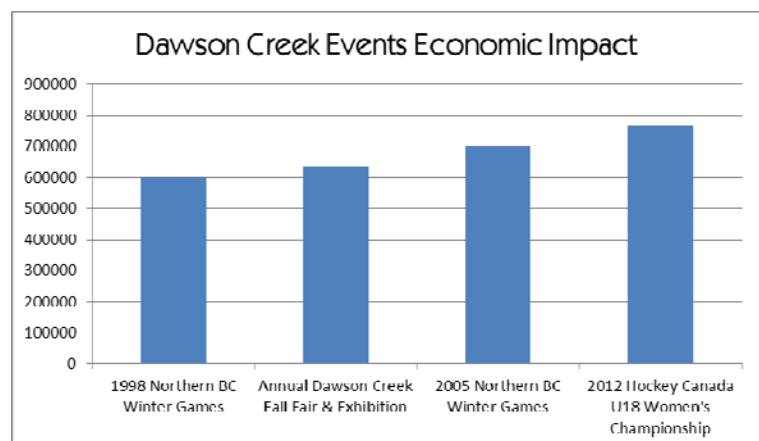
Based on past experiences and the potential of this regionally hosted conference, the host committee expects to see a profit between \$30,000 and \$50,000.

The City of Dawson Creek has budgeted \$35,000 for a conference coordinator as well as \$5,000 for an online app which would allow delegates online access to the agenda.

### Measuring Success

Economic Impact studies have been conducted in the past in partnership with the event organizing committee, the City of Dawson Creek, Tourism Dawson Creek and the Dawson Creek and District Chamber of Commerce. The table below indicates the total direct expenditures of those events.

1998 Northern BC Winter Games  
\$604,200  
Dawson Creek Fall Fair & Exhibition  
\$634,000  
2005 Northern BC Winter Games  
\$700,000  
2012 U18 Women's Championship  
\$769,000



## Partner Programs and Special Events

The Peace Region welcomes all delegates and partners to the 2016 NCLGA Conference. Initial ideas for Partner Programs include an Arts & Culture Tour, Small Town Love Tour, and a Bear Mountain Wind Park Picnic and Tour.

### **Arts & Culture Tour**



Dawson Creek offers a wide variety of arts and culture to residents and visitors alike. The Arts & Culture Tour will take a group to the Dawson Creek Art Gallery, housed in a converted prairie grain elevator; the Calvin Kruk Centre for the Arts, Dawson Creek's newest facility to support and promote performing arts; the Alaska Highway House, an interpretive attraction dedicated to the story of the building of the Alaska Highway.



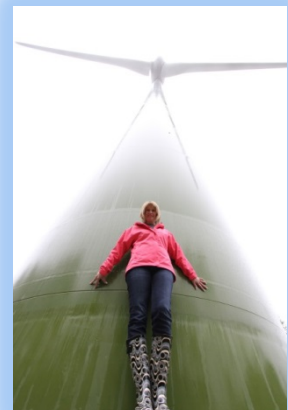
### **Small Town Love Tour**

Showcasing our downtown is what this is all about! This tour will take the group to downtown Dawson Creek to experience the shops, cafes, attractions and sights to see.



### **Bear Mountain Wind Park Picnic and Tour**

Come with us to the larger than life Bear Mountain Wind Park. Standing high above your heads are over 30 Wind Turbines generating power for Dawson Creek. Walk along the turbine trail and follow the path of the towers and enjoy a picnic lunch before heading back to town.



## **Proposed Conference Agenda**

### **Pre-Conference – Wednesday, May 4, 2016**

9:00am – 4:00pm

Registration, Encana Event Centre, Dawson Creek  
Coffee bar / charging station available at Encana  
Trade Show Setup, Encana Event Centre, Dawson Creek

#### **Pre-conference Activities**

9:00am-4:30pm

#### **Golf Tournament, Dawson Creek Golf and Country Club**

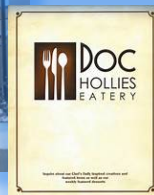
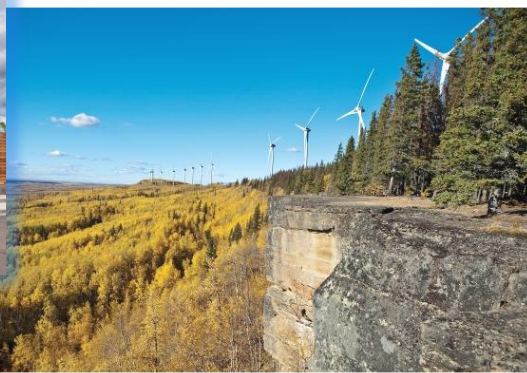


**...Or**

10:00am-3:30pm

#### **Dawson Creek Reduce Reuse and Recycle Tour**

The tour would begin at the Northern Lights College to tour the Energy House and Wind Turbine Training Facility in Dawson Creek, and then head over to the Dawson Creek Water Reclamation Centre. The Peace Energy Lodge at Pouce Coupe (a converted health care facility) would be the next stop with lunch provided by Doc Hollies restaurant before heading out for a drive to the Bear Mountain Wind Park.





## **Pre-Conference Wednesday, May 4, 2016 (continued)**

**...Or**

**8:30am – 4:30pm**

### **South Peace Circle Tour**



The tour would depart from the Encana Event Centre and travel approximately 1 ½ hours to Tumbler Ridge. After arriving in the city attendees would be invited to the local paleontology museum. The Tumbler Ridge Museum Foundation has become internationally recognized for their finds. Tumbler Ridge's first dinosaur footprint was originally discovered by Daniel Helm, a local doctor's son. After insisting to his unbelieving father that these 'holes' were actually footprints his father, Dr. Helm, called a palaeontologist friend. Confirming the young boy was right set off an explosion of activity which eventually lead to a museum with some of the most complete dinosaur skeletons ever

found in Canada, a T-Rex trackway that proved these monsters were pack hunters, and Tumbler Ridge becoming North America's second ever Geopark!



To complete the conventions time in Tumbler Ridge a guided tour would be offered, high water permitting, to participants for a walk through our spectacular forest to view the original dinosaur footprints that created the explosion of dinosaur finds that we currently enjoy. The trail leading to the footprints is rated an easy hike though it has a few steep sections and would be completed, round trip and rest included, in an hour and a half. Should weather, time, or mobility not permit this, another interesting footprint set could be viewed that would require a 10 minute drive and 5 minute walk.



Following a quick lunch, you would hop back on the bus to travel approximately 1 ½ hours to Chetwynd where you would tour the Chainsaw Carvings. Chetwynd hosts the Chetwynd International Chainsaw Carving Championship Invitational. Chetwynd held its first chainsaw carving championship in 2005, hosting seven carvers from B.C. and the United States. Over the years the number of participants has grown, and Chetwynd now draws international attention with carvers coming from as far away as Australia, Japan and Wales. Today, visitors can view over 120 chainsaw carvings located around town. The chainsaw championship is held the second weekend of June each year. After a light snack, the bus returns you to Dawson Creek in time to attend the Welcoming reception at the Calvin Kruk Centre for the Arts.

## **Pre-Conference Wednesday, May 4, 2016 (continued)**

5:00pm – 7:00pm

### **Welcome Reception**

The welcome reception would include performing arts demonstrations and a tour of the newly renovated Calvin Kruk Centre for the Arts, Dawson Creek.



7:00pm – 10:00pm

“Dine around Town” –Transportation will be provided to a location of your choice from one of Dawson Creek’s participating restaurants.

## **Day One – Thursday, May 5, 2016**

7:00am – 8:00am

Breakfast

8:00am – 8:30am

Opening Ceremonies

8:30am – 9:00am

Address from UBCM President

9:00am – 9:00pm

Trade Show

9:00am – 10:00am

Annual General Meeting Session 1

- President’s Report
- Adoption of Minutes
- Financial Statements
- Nominations Committee Report
- Nominations from the floor for NCLGA Executive
- Speeches for First Slate - Table Officers

10:00am – 10:15am

Municipal Finance Authority Update

Municipal Insurance Association Update

10:15am – 10:30am

Refreshment Break

10:30am – 10:45am

Northern Development Initiative Trust Presentation

10:45am – 12:00 noon

Annual General Meeting Session 2

- Resolutions Procedures Briefing
- Resolutions Debate

Voting Booth Open

12:00 noon – 1:30pm

Lunch

Keynote Speaker: TBA

## **Day One (continued)**

1:30pm – 2:30pm

Annual General Meeting Session 3

- Results of the First Ballot
- Nominations from the floor - Director at Large
- Speeches from candidates - Director at Large
- Resolutions Debate

2:30pm – 3:00pm

TBA

3:00pm – 3:15pm

Refreshment Break

3:15pm – 4:30pm

Annual General Meeting Session 4

- Resolutions Debate

Voting Booth Open

3:30pm – 4:30pm

Chief Administrative Officer Forum

6:30pm – 11:00pm

Banquet, Ceremonial Presentations, and Keynote

6:30 pm – cocktails

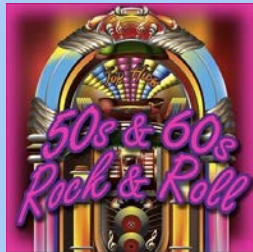
7:00 pm - Dinner

7:30 pm – Keynote Speaker

8:00 pm – Announcement of new executive and president, presentation to outgoing president, address by new president

8:25 pm – 2016 AGM Host

8:30 pm – Entertainment and Social (50's and 60's band featuring Bob Williams)



## **Day Two – Friday, May 6, 2016**

7:00am – 8:00am

Breakfast

8:00am – 9:15am

Workshop 1 - TBA

8:00am – 9:15am

Workshop 2 - TBA

9:15am – 9:30am

Refreshment Break

9:30am – 10:45am

Workshop 3 - TBA

9:30am – 10:45am

Workshop 4 - TBA

10:45am – 11:00am

Refreshment Break

11:00am – 12:00noon

Annual General Meeting Session 5

- Final Resolutions Debate
- Lunch and Prize Draw
- Address from Provincial Ministers
- Farewell from Host Committee

12:00noon – 1:00pm

Additional meetings will be accommodated as necessary, such as the Northern Medical Program Trust meeting.

## Sponsorship

The Host Committee will be responsible for creating a sponsorship package with recognition levels available from \$500 up to the Platinum level of \$5,000. The Committee agrees to supervise all sponsorship pledges and understands that all profits from the conference provide NCLGA with funding that is critical to their operating budget.

## TRADE SHOW

The Trade Show will be held at the Encana Event Centre showcasing both large and small sponsors. The Host Committee will also be developing and coordinating delegate transportation, gift bags, signage, sponsor recognition, speaker gifts, etc.

Below is a layout that may be used for the NCLGA Conference.



## Venue

The Encana Events Centre is a part of the South Peace Community Multiplex located within the City of Dawson Creek. Both the City and the surrounding region are home to a dynamic and diverse population that enjoys a variety of arts, cultural and recreational pursuits. The Encana Events Centre is a state of the art multi-events centre and is a premier entertainment facility for the entire British Columbia and Alberta Peace Region.



It is a 4500 seat multipurpose venue, which opened in September 2008. Since the facility opened, it has hosted some of the top touring shows in the industry: Carrie Underwood, Jason Aldean, The Backstreet Boys, Alan Jackson, Kiss, Luke, Bryan, Motley Crue, The Dixie Chicks, The Offspring and many more.

In addition to the amazing talent that has performed here, the Encana Events Centre successfully created a Health and Wellness trade show (2015), we have hosted an international company's Safety Meeting (2015), we have hosted the annual "Little Black Dress Affair" fundraising event for the South Peace Community Resources Society (2012-14), and we have hosted a large scale energy conference (2009 and 2012).

This multipurpose facility has accommodated just about any event including (but not limited to); international corporate meetings, large scale trade shows, elegant dining events, world renowned sports (hockey, basketball, curling), fun family shows, exciting rodeos, concerts of various genres, and political events. The Encana Events Centre provides residents and visitors of the Peace Region some of the finest entertainment north of Edmonton and Vancouver.

Global Spectrum Facility Management operates the Encana Events Centre on behalf of the City of Dawson Creek. We are committed to bringing a diverse mix of entertainment and sporting opportunities to the Peace Region. Global Spectrum Facility



Management operates and manages over 125 other public assembly facilities around the world. Philadelphia-based Global Spectrum Facility Management is one of the fastest growing firms in public assembly facility management, and is part of one of the world's largest sports and entertainment companies, Comcast-Spectacor ([www.comcast-spectacor.com](http://www.comcast-spectacor.com)).



Comcast-Spectacor also owns the Philadelphia Flyers of the National Hockey League, Ovations Food Services' a food and beverage services provider, Paciolan; the leading provider of venue establishment ticketing, fundraising and marketing technology solutions, Front Row Marketing Services, a commercial rights sales company, and Flyers Skate Zone, a series of community ice skating rinks.



Global Spectrum Facility Management has the capability and resources to ensure every event is handled professionally.

## **Food and Beverage Provider**



The Encana Events Centre uses Ovations Food Services as our Facility Caterer. Ovations Food Services is a company whose purpose is to deliver fresh food and beverage with exceptional services to public assembly facilities throughout the United States and Canada. They are recognized for their attention to outstanding quality service, consistently providing record breaking per capita spending, and as the only national food services company in which the principals work directly with facility managers.

They specialize in providing services to convention centers, stadiums, arenas, fairgrounds, expo-centers, auto racing, casinos, performing arts centers and amphitheaters. Considered by many as the best managed and most innovative food service company in the industry, Ovations' results oriented senior management team has extensive experience in managing some of the nation's most preeminent convention and sports entertainment centers.

Over the past seven years, their managers have hosted successful food and entertainment experiences for major sporting events such as the NCAA Final Four, Triple and Double A All Star Series. Management experience includes the World Series, Super Bowls, NBA playoffs and Stanley Cup Finals. They serve thousands of meals to guests every day and they do so at guest satisfaction levels that are the envy of the industry. At Ovations, they continue to earn recognition as the industry's top performer by providing dynamic solutions to increase per- capita spending through market-proven brand partnerships and fresh delivery systems. When they can invite your customers to seek out their food because it is deliciously fresh and value portioned, and keep the lines moving quickly to promote spending, that's when they know they have created an exceptional dining experience.

By aggressively pursuing significant national, regional and local brand partnerships, they deliver a heightened level of food excitement designed to capitalize on unique market tastes. Combined with their winning point of-sale strategies applied throughout the venue, a focus on customer-friendly designs promoting fast, convenient service, and Ovations is ready to lead your venue to record-breaking revenues.

They explore local, cultural and unique flavors, to create signature venue branded concepts to help their venues capitalize on market tastes. They call their simple system creating environments that connect with their fans and guests, Cuisine Scene™. We offer the custom, of internal brand names and menus that can be tailored to infuse your retail dining program with local flavor.

# **House Sound System Overview**

The Main bowl system is comprised of 39 JBL AM 5215 full range speakers. Each speaker consist of 1-15" low frequency driver and 1-1.5" high frequency driver proving a frequency response of 41 HZ to 20 KHZ +/- 3 DB. Each speaker is powered full range and the system is processed with 24 channels of BSS London Processing.

The speakers are arranged in arrays of 2 boxes per seating section covering the lower to upper seats all around the bowl to within 2 DB per seat. Of the 39 speakers, 4 are arranged in a center cluster over the ice surface to cover the ice and floor area. The main bowl system can be easily configured into any configuration required. (i.e. bowl area no floor, floor only, north half of bowl, south half of bowl, etc.)

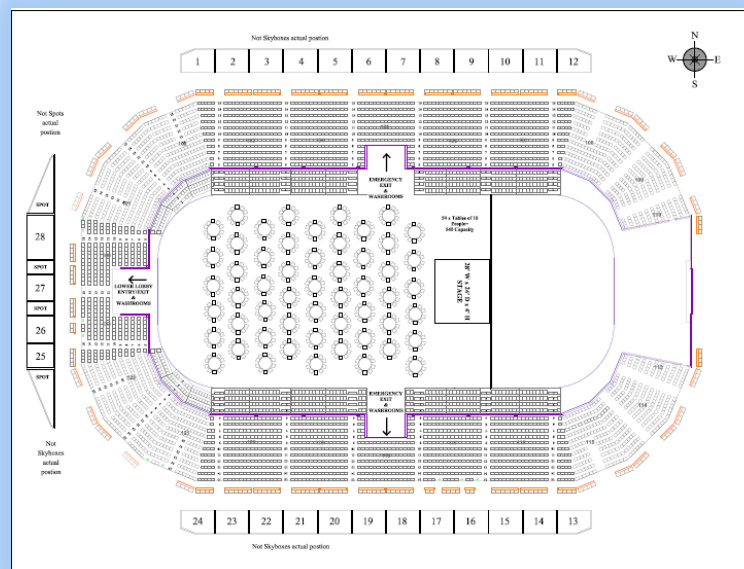
Please contact arena staff for desired configuration. Sound system is capable of long term DB of 105. The system was calibrated; time aligned and tuned using Smaartver 7.0.

The main system includes 24 JBL Control 5 as under fill speakers located around the concourse for coverage to luge seating around arena bowl. These speakers are processed from the BSS London.

Below is the list of audio equipment retained by the Encana Events Center.

- 39 JBL AM5215 full range speaker
- 6 Labgruppen 68:4 power amplifiers
- 3 BSS London System processor
- 1 BSS remote
- 3 Shure ULXP with Beta 87C capsules
- 1 Shure antenna combiner
- 1 Allen and Heath GL2400-32 Channel mixing console
- 1 Listen tech hearing assist system

## **ROUND TABLE CONFERENCE LAYOUT**



## Accommodations

The Dawson Creek Bid Committee has developed an accommodation plan that will meet the requirements to host up to 300 delegates. A comprehensive description of each of the following hotels will be provided in the registration package. The Bid Committee will arrange additional rooms and space to accommodate delegate's special needs for meetings.

All accommodations are within 5-10 minute traveling distance to the Encana Events Centre, the primary venue in Dawson Creek.

NCLGA	ARRIVE MAY 3 <sup>rd</sup>	DEPART MAY 7 <sup>th</sup>
Property	Confirmed Rooms (300)	Deadline for Booking
Stonebridge	40	April 1 <sup>st</sup>
Pomeroy	100	April 1 <sup>st</sup>
Super 8	10	April 1 <sup>st</sup>
Days Inn	30	March 30 <sup>th</sup>
George Dawson Inn	25	April 1 <sup>st</sup>
Inn on the Creek	20	April 15 <sup>th</sup>
Holiday Inn	60	March 30 <sup>th</sup>
Comfort Inn	5	April 1 <sup>st</sup>
Aurora Park Inn	10	April 1 <sup>st</sup>

### Airport Inn

800 120th Ave  
P. 250-782-9404  
airportinn.ca

### Inn on the Creek

10600 8th St  
P. 250-782-8136  
innonthecreek.bc.ca

### Aurora Park Inn & Suites

12004-8th Street  
P. 250-782-8006  
TF. 1-877-782-8006  
auroraparkinn.com

### Northwinds Lodge

632 103rd Ave  
P. 250-782-9181  
northwindslodge.com

### Best Western

500 Highway 2  
P. 250-782-6226  
bestwesternbc.com

### Peace Villa Motel

1641 Alaska Ave  
P. 250-782-8175  
peacevillamotel.com

### Central Motel RV Park

1301 Alaska Ave  
P. 250-782-8525

### Pomeroy Inns & Suites

540 Highway 2  
P. 250-782-3700  
pomeroyinnsandsuites.com

### Comfort Inn

1200 Alaska Ave  
P. 250-782-1222  
choicehotels.ca

### Ramada Limited

1748 Alaska Ave  
P. 250-782-8595  
ramada.ca

### Days Inn Dawson Creek

640-122nd Ave  
P. 250-782-8887  
daysinn.ca

### Super 8

1440 Alaska Ave  
P. 250-782-8899  
TF. 1-888-482-8884  
super8.com

### George Dawson Inn

11705 8th Street  
P. 250-782-9151

### The Lodge

1317 Alaska Ave  
P. 250-782-4837

### Holiday Inn Express & Suites

12217 4th St  
TF. 1-877-660-8550  
P. 250-782-7700  
hiexpress.com

### Travellers Inn

800 112th Ave  
P. 250-782-5333

### Voyageur Motor Inn

801 111th Ave  
P. 250-782-1020

# Transportation

The South Peace Bid Committee has prepared for transportation needs based on delegates arriving through the Dawson Creek Municipal Airport (YDQ). All connections are through the Vancouver International Airport.

If successful, the Bid Committee will work with Hawkair to coordinate efficient air access to Dawson Creek from the central and northwest parts of British Columbia. The current schedule for Hawkair is shown below.

**Dawson Creek Airport** offers a convenient location, connections to Vancouver and the World, non-stop service to Vancouver South Terminal, no parking or airport user fees and car & truck rental.

Vancouver (YVR) to Dawson Creek (YYQ)				
Days	Depart	Arrive	Stops	Flight No.
Monday - Wednesday	1030	1230 *L	0	BH204
Thursday & Friday	1545	1745 *L	0	BH214
Sunday	0900	1100 *L	0	BH202

Dawson Creek (YDQ) to Vancouver (YVR)				
Days	Depart	Arrive	Stops	Flight No.
Monday - Wednesday	1430 *L	1630	0	BH205
Thursday & Friday	1815 *L	2015	0	BH215
Sunday	1130 *L	1330	0	BH203

## Flight Schedule - Departures

Airline	Flight	To	Time	Days
WJ	3201	Vancouver	6:20 am	Mon Tues Wed Thur Fri Sat Sun
AC	8176	Vancouver	6:40 am	Mon Tues Wed Thur Fri Sat
WJ	3100	Calgary	10:45 am	Mon Tues Wed Thur Fri Sat Sun
CMA	791	Ft Nelson	10:50 am	Mon Tues Wed
AC	8182	Vancouver	11:25 am	Mon Tues Wed Thur Fri
CMA	795	Ft Nelson	1:10 pm	Thur Fri Sun
CMA	748	Prince George Kamloops Kelowna	4:00 pm	Tues Wed Thur Fri Sun
CMA	749	Prince George Kamloops Kelowna	4:00 pm	Sun
AC	8186	Vancouver	4:05 pm	Mon Tues Wed Thur Fri Sat Sun
CMA	796	Edmonton Calgary	5:20 pm	Sun
CMA	794	Edmonton Calgary	5:20 pm	Mon Tues Wed Thur Fri
WJ	3203	Vancouver	7:05 pm	Mon Tues Wed Thur Fri Sat Sun
AC	8188	Vancouver	8:50 pm	Mon Tues Wed Thur Fri Sat Sun

Another option is the Fort St. John airport, only 73 km from Dawson Creek, or The Grande Prairie Airport which is only 133 km from Dawson Creek. Current flight schedules for Fort St. John are shown here.

## Flight Schedule - Arrivals

Airline	Flight	From	Time	Days
CMA	791	Edmonton Calgary	10:25 am	Mon Tues Wed
AC	8181	Vancouver	10:45 am	Mon Tues Wed Thur Fri
CMA	743	Prince George Kamloops Kelowna	10:55 am	Mon Tues Wed Thur
CMA	795	Edmonton Calgary	12:45 pm	Thur Fri Sun
CMA	747	Prince George Kamloops Kelowna	1:50 pm	Fri Sun
AC	8185	Vancouver	3:25 pm	Mon Tues Wed Thur Fri Sat Sun
CMA	796	Ft Nelson	4:20 pm	Sun
CMA	794	Ft Nelson	6:00 pm	Mon Tues Wed Thur Fri
WJ	3101	Calgary	6:27 pm	Mon Tues Wed Thur Fri Sat Sun
AC	8187	Vancouver	8:45 pm	Mon Tues Wed Thur Fri Sat Sun
WJ	3202	Vancouver	10:04 pm	Mon Tues Wed Thur Fri Sat Sun
WJ	3204	Vancouver	11:25 pm	Mon Tues Wed Thur Fri Sat Sun
AC	8177	Vancouver	11:45 pm	Mon Tues Wed Thur Fri Sun

## Other travel options....

By Greyhound Bus...

- Daily service to and from Edmonton, Prince George, Fort St. John and Fort Nelson

For more information contact the local Depot: 250-782-3131 or Greyhound Canada: 1-800-661-8747 or [www.greyhound.ca](http://www.greyhound.ca)

By Road...

Centrally located in the Peace Region and on the junction of four well-maintained highways, Dawson Creek is easily accessible from every direction, summer and winter. This is why the city has always been known as the area's transportation hub.

Distance to Dawson Creek	Kilometers
Calgary, AB	885
Chetwynd, BC	100
Edmonton, AB	591
Fairbanks, Alaska	2371
Fort St. John, BC	73
Grande Prairie, AB	133
Kamloops, BC	931
Prince George, BC	406
Vancouver, BC	1184
Whitehorse, YT	1430



**Let us show you  
what the South Peace Region has to offer !**



**THE CORPORATION OF THE VILLAGE OF POUCE COUPE**

PO Box 190, Pouce Coupe, BC V0C 2C0  
Ph: (250) 786-5794, Fax: (250) 786-5257

March 4, 2015

To Whom It May Concern:

**RE: BID TO CO-HOST 2016 NCLGA - AGM WITH CITY OF DAWSON CREEK**

This letter is to represent the Village of Pouce Coupe's commitment to cohost the NCLGA with the City of Dawson Creek for the AGM in 2016. If you require further information, please do not hesitate to give us a call.

Sincerely,

William Plowright  
Mayor





**District of Chetwynd**

Box 357  
Chetwynd, BC  
Canada V0C 1J0

tel: (250) 401-4100  
fax: (250) 401-4101  
email: d-chet@gochetwynd.com

March 11, 2015

To Whom It May Concern:

Re: Bid to co-host 2016 North Central Local Government Association – AGM with City of Dawson Creek

This letter is to represent the District of Chetwynd's intent to cohost the North Central Local Government Association with the City of Dawson Creek for the AGM in 2016. If you require further information, please do not hesitate to contact us.

Sincerely,

  
for: Merlin Nichols  
Mayor

**Vision Statement**

Chetwynd exists in order that area residents have sustainable opportunities for  
*Security, Health, Safety and Prosperity*  
in surroundings that display the best of our natural environment.



**DISTRICT OF TUMBLER RIDGE**  
*Office of the Mayor*

March 9th, 2015

Mayor Don McPherson

RE: In Support of NCLGA Application

Hello,

I am writing this letter in support of Tumbler Ridge's joint application to host the 2016 NCLGA conference. If selected Tumbler Ridge is prepared to offer up to \$5,000 to help host this event along with our partner applicants. Tumbler Ridge is a beautiful community quickly becoming a mainstay on many conference schedules. We were also recently awarded North America's second Geopark designation due to the immense beauty and outdoor recreation opportunities. I invite you to visit Tumbler Ridge and see what we have to offer.

Sincerely,

Don McPherson  
Mayor, Tumbler Ridge BC  
250-527-0070  
Mayor@dtr.ca

Municipal Hall, Box 100, Tumbler Ridge, BC V0C 2W0 Phone: (250) 242-4242 Fax: (250) 242-3993  
Website: [www.TumblerRidge.ca](http://www.TumblerRidge.ca)



## City of Dawson Creek

Box 150, Dawson Creek, BC V1G 4G4



## Office of the Mayor

Tel: (250) 784-3616

Fax: (250) 782-3203

March 10, 2015

To Whom It May Concern:

**Re: In Support of NCLGA Application**

This letter is to confirm support of Dawson Creek's joint application to host the 2016 North Central Local Government Association Conference. Dawson Creek has multiple amenities, many hotels and a perfect venue; the Encana Events Centre. We look forward to the potential successful bid of this event so we can show the NCLGA what Dawson Creek and the South Peace Region have to offer.

Sincerely,

Mayor Bumstead

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*"Excellence in Service and Leadership"*

[www.dawsoncreek.ca](http://www.dawsoncreek.ca)

## **RFP 2015-23 - SCHEDULE B HOST COMMUNITY RESPONSIBILITIES**

The NCLGA is responsible for all area association business sessions during the AGM. This includes the election of officers, resolutions debate, annual reporting, etc. Almost all other items fall under the purview of the Host Community.

Firstly, the Host Community should organize an internal convention planning group as soon as they are notified of their successful bid. This is usually a small group of 2 to 4 individuals, including at least one elected official.

As well, the Host Community will need to appoint a staff person (or contractor) who will be able to commit full time hours toward convention planning for several months prior to the actual event. In the past, two employees have worked together in this capacity on a full time basis.

Below is a list of general responsibilities and pertinent information that falls under the purview of the successful Host Community:

1. Formulating event agenda and budget.
2. Contracting meeting facilities as per event requirements (expect up to 300 delegates).
3. Organizing all aspects of delegate registrations (usually through CivicInfo BC).
4. Organizing a Welcome Reception, Banquet, and other social functions.
5. Arranging venue, catering and audio visual capabilities for the entire three day event.
6. Developing/ implementing a Partners' Program.
7. Providing a minute-taker during business sessions, as well as a parliamentarian.
8. Securing blocks of accommodation for delegates (for approx. 300 people).
9. Preparing registration packages, hand-outs, and other AGM materials, as well as staffing a registration area.
10. Creating convention logo/ theme.
11. Creating and distributing a sponsorship package and liaising with potential sponsors as the process unfolds. This includes supervising sponsorship pledges and providing receipts, as cheques are made payable to the host community. As a non-profit organization, this is the NCLGA's principle fundraising event. All profits (usually between \$20,000- 40,000) belong to the NCLGA, and are critical to our operational budget.
12. Developing and coordinating a plethora of event details (i.e. delegate transportation, gift bags, tradeshow, golf tournament, signage, sponsor recognition, speaker gifts, etc).

Detailed information pertaining to these points will follow upon successfully securing your bid as meeting planner for the NCLGA AGM and Convention. Essentially, the past agendas, sponsorship packages and budgets are used as templates. All previous event documentation is made available to the host community, and NCLGA staff will meet with appropriate host community staff representatives as often as required. This is not a complex event to organize, although its size and scope do require the appointment of dedicated host community contractor.



## **RFP 2015-23 - SCHEDULE C**

### **EVENT PLANNER RESPONSIBILITIES CHECKLIST**

The NCLGA Event Planner is managed by the Director of Corporate Administration and provides reports to the 2016 NCLGA Conference Committee. The work plan is fluid, in that activities may be adjusted throughout the year as necessary, but the average workload remains consistent.

#### **ACCOUNTABILITIES**

##### **Consulting & Planning**

- be available for weekly conference calls with the Committee in the three months prior to the conference; advise the NCLGA Committee of upcoming contractual deadlines and payment schedules; attend committee meetings (approx. 7 per year) in Dawson Creek and do site visits where and when appropriate to Pouce Coupe, Tumbler Ridge and Chetwynd; contribute to Committee agenda creation; source entertainment and keynote speaker; execute and manage successful networking receptions and banquet; provide final event post-mortem report
- Ensure a First Nations session is included within the conference.

##### **Facilities Liaison & Meeting Logistics**

- source venues, negotiate contracts, handle banquet event orders and room layouts; manage hotel room block to ensure zero attrition; Audio/Visual contract management and on-site oversight of A/V operations; decorator liaison; set and attend pre-con meeting with facilities.
- Look after invites to Provincial Ministers, and arrangements for community meetings with those that are able to attend.
- Consult with all partner communities to utilize resources from all communities.

##### **Catering Liaison**

- work with venues to create menus; accommodate allergies and special dietary needs; oversee Executive Hospitality Suite via booking of space and drink/snack provision

##### **Registration Management**

- general oversight of conference registration systems; liaise with online registration provider (CivicInfo BC ) and provide regular registration reports to the Committee; assist delegates in registration questions or concerns; staff registration booth on-site for duration of event; manage delegate kit production and materials

##### **Sponsorship Management**

- manage entire sponsorship process: managing all relationships from start to finish - secure returning sponsors, secure new sponsors, field sponsorship requests, manage documentation; provide frequent sponsorship dollar updates to Committee; sponsor thank you system; liaise with UBCM Accounting department on sponsor billing and tracking; arrange for delegate gift via sponsor; coordinate receipt of delegate kit materials

**Tradeshow Management**

- organize and manage sponsor participation in conference tradeshow such as a tradeshow passbook; highlight regional arts/handiwork/businesses; secure donations for door prizes from sponsors and attending community representatives

**Signage and Event App**

- coordinate all signage – both printed and electronic (slideshow); upload conference information onto online Event App, and also use kiosks for agendas.

**Finances**

- communicate contract and invoice payment deadlines to the City of Dawson Creek at regular intervals;
- create first draft convention budget
  - event planner fees are to be covered by sponsorships
  - all profits are returned to NCLGA

**To Do List Sample – Two weeks out**

- liaise with A/V provider and confirm equipment list for all sessions and lobby
- Create signage recognizing sponsors for specific events/items: keynote table cards, Luncheon Sponsor Table Cards, Breakfast Sponsor Table Cards x 2, Exhibitor Table Tent Cards, Speaker Table Tent Cards
- Create Speaker Thank You Certificates and Sponsor Thank You cards
- Create Speaker Name Tags
- Complete Mobile App / Add Final Content
- Create Wifi & App Cards w/Info for Delegates
- Run of Show sheets; Create Session Facilitator Packages
- Complete daily agenda event and sponsor Slide Show
- Prepare for Election
- Confirm Details with decorator for Banquet Decor
- Email All Sponsors with Insert Reminder; finalize event details with top sponsors
- Stuff Delegate Kits
- Print Final Delegate List
- Prepare Delegate Door Prize Boxes w/Names x 2
- Confirm Entertainment Arrival/Set---Up
- Liaise with/Confirm Piper and Anthem Singer
- Send banquet dinner theme/attire reminder to sponsors
- Purchase Hospitality suite drink and snack purchase
- Create voting card labels for delegates
- Purchase door prize gift bags
- Arrange for President, Conference Chair & Staff Thank You's
- Pack Mobile Office & Courtesy Kit
- Pack AV Equipment & Supplies
- Print & sign final BEO's for the Encana Event Centre (hand in onsite)

**RFP 2015-23 Event Planner – 2016 NCLGA CONFERENCE**  
**CONTRACTOR ACKNOWLEDGEMENT FORM (Required with Bid Submission)**

**Company:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

As an authorized representative of \_\_\_\_\_, by my signature below I acknowledge: *Company Name (if applicable)*

- All employees, subcontractors and representatives of the company will operate in compliance with all applicable federal, provincial and municipal occupational health and safety regulations, laws and bylaws. My company and its employees are qualified to do this work. References have been provided in the space provided on the bid form.
- The successful bidder must provide the required documents no later than one week after notification of the award of the contract. Failure to do so may result in the contract being awarded to a bidder who can meet the requirements.
- Except as expressly and specifically permitted in this RFP, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a bid, each bidder shall be deemed to have agreed that it has no claim.
- I have provided information regarding my company and staff that may lead to a real or perceived conflict of interest, including:
  - Information regarding company representatives, managers and staff, (and members of their immediate families) who are a member of the Council of the City of Dawson Creek or in a senior management capacity with the City of Dawson Creek. "Immediate family" is defined as an individual's spouse and those dependent on the individual or the individual's spouse, whether related or not.
  - Any other information that should be provided to the Council that may influence the consideration of the proposal.
  - If no conflict exists, I have so indicated in the space provided.

**Conflict of Interest Information - Please mark below the appropriate response:**

Provided on a separate sheet:	No conflict exists for my company:
-------------------------------	------------------------------------

Company Representative (signature)

X \_\_\_\_\_

Name & Title: \_\_\_\_\_ (please print)

**CITY OF DAWSON CREEK****CODE OF CONDUCT – CONTRACTORS (Required with Bid Submission)**

The relationship between City employees and representatives of contractors providing service to the City is critical to achieving the goals and objectives of the Corporation of the City of Dawson Creek.

In providing the highest level of service possible, it is essential that all representatives of the Contractor work together with City staff in a co-operative and congenial manner, always respecting established lines of authority.

The efficiency of City operations and the image the Corporation presents to the public may be influenced by any breakdown in the relationship between the Contractor's representatives and City employees. Therefore, the Contractor's representatives are expected to convey a friendly, approachable, positive and helpful attitude to City employees and to be honest, trustworthy, reliable, dependable and punctual in all workplace activities.

Contractors unable to demonstrate an ability to meet this standard may be disqualified from the bidding process. Successful bidders subsequently failing to meet this standard should expect termination of any contractual relationship with the City.

**APPROVED BY COUNCIL:**

**DATE: August 23, 1999**

**REAFFIRMED BY COUNCIL:**

**DATE: April 30, 2001**

**REAFFIRMED BY COUNCIL:**

**DATE: November 16, 2009**

**REAFFIRMED BY COUNCIL:**

**DATE: March 30, 2015**

**I have read and agree to comply with the above Code of Conduct:**

Company Representative (signature)

X \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CITY OF DAWSON CREEK**  
**BID FORM 2015-23 Event Planner – 2016 NCLGA Conference**

<b>Company:</b>	<b>Contact:</b>
<b>Date:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

Description	**Price
Total lump sum price for project as described in RFP 2015-23.	\$

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\*\* Prices must include all applicable fees, levies and charges except taxes

**REFERENCES** – Please provide contact information for your two most recent jobs similar in scope and value to the work specified in the RFP. Provision of this information constitutes consent for the City to contact the references.

Company Name:	Phone:	Email:
Contact:		
Company Name:	Phone:	Email:
Contact:		

\*Company Representative (signature)

X \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_