



Canada Pride: Call for Bids/Proposals

Purpose

To establish the requirements that potential host organizations must meet in bidding to host Canada Pride and establish the procedures through which bids are presented to and accepted by the organization.

Section 1 - Organization Eligibility

In order to be eligible to bid as a potential host of Canada Pride, a member organization must:

1. be a Full Member organization (or be a co-applicant with a Full Member organization) in good standing for at least two (2) consecutive years;
2. the Full Member Organization must have attended one (1) of the previous two (2) Annual National Conferences or InterPride Annual Conference;
3. be a fiscally-stable organization with no operating deficit exceeding ten percent (10%) of revenues in a two (2) year period.
4. Have hosted a pride festival of three (3) days or more for the past two (2) years.
5. Have a demonstrated ability to manage large-scale public events.

Section 2 - Location Eligibility

In order to be eligible to bid as a potential host of Canada Pride, any proposed host city must have at least one airport (within 60 km of host venue) offering direct national and indirect international (from major urban airports) flights and have substantial airline service from at least one major airline.

Section 3 - Notice

Any eligible member organization intending to make a bid to host Canada Pride must present such a bid to the Board of Directors **no later than January 26th, 2022**. This is intended to provide the board of directors time to review the bid to ensure it meets the requirements of this standing rule or other standing rules or policies and procedures as may, from time to time, be adopted by the Board of Directors.

Letters of Intent to Bid must be submitted electronically to hello@fiertecanadapride.org by 11:59PM Pacific Time on **December 31st, 2021**.

An organization must submit a letter of intent in order for their formal bid to be accepted.

Bids must be submitted electronically to hello@fiertecanadapride.org by 11:59PM Pacific Time on **January 26th, 2022**. *All key due dates can be found on page 7 of this package*

Section 4 – Canada Pride Details

Canada Pride Festival

1. The festival will last a minimum of seven (7) days operated in partnership with local organizations, and to include one full weekend.
2. The Festival will centre Indigenous voices within its programming and venue spaces.

Human Rights Conference

1. Canada Pride will include a human rights conference organized by the bidding organization in the host city.
2. The human rights conference will centre Indigenous voices within its programming and venue spaces.

Canada Pride Committee Requirements

1. Canada Pride will be operated and managed by the host organization in collaboration with a FCP Canada Pride committee composed of FCP Board Members, Host Organization, and volunteers at large. FCP Board Members and volunteers will participate in committee meetings to provide support as required.
2. The host organization will form a planning committee that is expected to:
 1. Plan & organize all events
 2. Provide volunteers for the execution & logistics of all events
 3. Market the event locally, nationally and internationally
 4. Solicit Sponsors & Partners (In Partnership with the FCP when required)
 5. Host Organization will have event insurance in place that lists FCP as a named insured.

Sponsorships & Grants

1. The Host Organization will be responsible for funding applications and corporate sponsorships.

Marketing

1. The host organization will host a website and Facebook Page for the Canada Pride with at least one member of FCP's Board of Directors being assigned admin rights to the page. The website and page will include the year of the event in the title (e.g. Canada Pride 2024). FCP owns the domain canadapridefestival.ca which is to be used by the host organization to host the Canada Pride website from the time of signing a partnership and licensing agreement to the conclusion of the event.
2. The host organization will recognize FCP in any and all marketing related material. The FCP logo will be featured prominently in all printed and online materials.
3. The host organization can create logos and graphics for Canada Pride. FCP will be provided a licence to use any developed marketing, graphic and media materials prior, during and after Canada Pride.

FCP Attendance at Canada Pride

1. The host organization will provide VIP Festival Passes (or equivalent) for all members of the FCP Board of Directors, Council Ambassadors, and FCP Staff to be distributed as determined by the FCP Board of Directors.

Communications

1. After the bid is awarded, the host organizing committee and FCP will ensure open communication and dialogue by a minimum of monthly reports or conference calls, and sharing of planning documents. If needed conference calls may increase as the Canada Pride date approaches. The frequency will be mutually agreed upon.
2. The host organization will provide a Canada Pride report at the National Conference & AGM of FCP in all years prior to the festival after acceptance of their bid by the membership of FCP.

Language

1. Throughout Canada Pride both English and French must be used as official languages.
2. All online and print media and materials must be available in both official languages.
3. Other languages may be added as a service to participants.

Licensing

1. The host organization will be provided licensing for Canada Pride by FCP.
2. The licensing fee is \$8,000 plus applicable sales taxes in Canadian dollars.
 - The fee will be paid in two (2) installments of \$4,000.00 by December 31st the year the bid is accepted and August 1 of the following year.
 - Smaller pride organizations (with a yearly revenue of less than \$50,000) may apply for a waiver to reduce the licensing fee subject to approval from FCP's Board of Directors.

Financial & Insurance Requirements

1. The host organization will take on the fiscal responsibility of Canada Pride:
 - a. Budgeting
 - b. Sponsorship
 - c. Marketing & Branding (Nationally & Internationally)
 - d. Human Rights Conference Workshop Planning
 - e. Venue Contracts
 - f. Events & Social Activities
 - g. Host Organization will have event insurance in place for Canada Pride that will list FCP as a named insured
 - h. Supply a detailed work plan of key deadlines and dates once a Canada Pride date and location have been determined.

Canada Pride Date

1. Any date changes must be approved in partnership with the host organization and the FCP Board.
2. A Bid can be submitted for a Canada Pride every two (2) to four (4) years to be held in any year that does not host a World Pride Festival.

Section 5 - Bid Content Requirements

Any bid presentation made by a member organization to host Canada Pride must include the following:

1. General information concerning the host city including the local culture, cost of living, population, population density, language(s) spoken, surrounding areas, etc.
2. Copy of host organization minutes that include the approved motion to Bid on Canada Pride (must include the names of any partner organizations if applicable) .
3. Endorsements or letters of support or invitation from (at least two of the following):
 - local, state/provincial, and/or national governments;
 - tourism offices and/or visitors' Bureau;
 - airline(s), car rental agencies, bus, ferry & rail transportation.
4. Detailed information on possible venue(s).
5. Proposed dates of Canada Pride. The festival must be at least seven (7) days long, and include both days of a given weekend.
6. Draft schedule of the potential events. Please also include a list of potential presenters, facilitators and entertainers
7. A preliminary and short description on how the event will center Indigenous voices in its programming and venue spaces.
8. Detailed information on the local 2SLGBTQ+ community infrastructure including a map showing the city, points of 2SLGBTQ+ interest and the location of the proposed venue(s).
9. Detailed information demonstrating an understanding of diversity in relation of those likely to attend Canada Pride, including (but not limited to) accessibility, gender neutrality, translation and interpretation services (when required).
10. Details about potential sponsors who have been or will be approached to support Canada Pride.
11. A schedule of transportation and accommodation costs that attendees could incur attending Canada Pride in the proposed host city.

Section 6 - Bid Timeframe

The Membership of the Organization at an AGM (National) shall decide the host city for Canada Pride. This vote will take place by ballot during the AGM. Indications of interest to host future Canada Pride editions may be made after the conclusion of the selection process. The FCP Board of Directors, due to unforeseen circumstances and/or the need to rescind a previously awarded bid, may allow the presentation of bids for different and/or subsequent Canada Prides at one AGM.

Section 7 - Bid Presentation

Each bidding organization shall be provided no less than fifteen (15) minutes and no more than thirty (30) to make their presentation during the AGM. The Annual National Conference's Host Committee, in consultation with the FCP Board, may provide additional opportunities during that Annual National Conference and AGM outside plenary sessions to permit bidding organizations to provide the Membership with additional information regarding their bid. Such additional opportunities shall be provided to all bidding organizations on an equal basis.

Section 8 - Board Neutrality

FCP Board Directors who are not part of a bidding member organization shall not endorse nor support any bid to host Canada Pride. FCP Board Directors who are part of a bidding member organization will use common sense and abstain and/or excuse themselves from any discussions and/or votes that involve ANY bidding member organization, including but not limited to their own.

Section 9 - Requirement Suspension

The FCP Board, upon the request of a bidding organization and through the majority vote of those members of the committee present and voting, may recommend to the Membership at an AGM the suspension of one or more provisions of Section 4 of this Standing Rule. The Membership, through the majority vote of those present and voting at an AGM, may enact such suspension(s), provided they occur prior to the presentation of bids noted in Section 5 of this rule.

Section 10 - Enactment and Precedence

This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Officers, Board of Directors and Membership dealing with the subject matter contained herein.

Section 11 - Partnership Agreement

The host organization is required to enter into an agreement with FCP outlining the requirements of the delivery of Canada Pride within 30 days of being awarded the licence.

Section 12 - Signing Authority

On behalf of _____ (organization name), I _____ (your name) have been granted authority through a motion at our board meeting on _____ (mmm/dd/yyyy) to sign on behalf of the organization for a Canada Pride Bid.

By signing below I agree that I have read all pages of this **2024 Canada Pride Bid Document Package** and attest that our organization meets the minimum requirements mentioned within this document.

Printed Name: _____

Position: _____

Organization: _____

Signature: _____

Dated: _____

Key Due Dates:

All times indicated are in Pacific Time

- December 31st, 2021 - 11:59PM - Letter of Intent Due
- January 26th 2022 - 11:59PM - Bid Package Due
- February 25th to 27th, 2022 – Canada Pride bids to be presented to membership at the AGM in Kelowna, BC