

REQUEST FOR PROPOSALS, 2026

37 TH ANNUAL CONFERENCE





ABOUT OUR ANNUAL CONFERENCE

Since 1990, the Canadian Association of Police Governance (CAPG) has held an annual professional development conference in various locations across Canada. The Board of Directors of CAPG invites proposals for the four-day CAPG 36th Annual Conference to be held in July, August or September of 2025. The Conference has attracted up to 250 participants and has provided extensive workshops, training sessions, panel discussions and plenary presentations to further the professional development of those involved in civilian oversight and governance of municipal police. CAPG works to ensure that conferences are held in various regions of Canada in order to meet the needs of our geographically diverse membership and provide access to the opportunities afforded by the conference.

Some of the goals of CAPG in holding annual conferences are to provide:

- ◆ Specific, up to date, training workshops for civilian governors of policing, members of government entities that are concerned with and/or oversee policing policy, community members and members of police services
- ◆ Opportunities to meet and interact with leaders in the civilian governance community regarding current topics in police oversight
- ◆ Educational and organizational materials to bring back to your community
- ◆ Information on what communities need to know to establish or refine their board/commission policies and procedures
- ◆ Dialogue between members of police boards and commissions and leaders in policing

BENEFITS OF HOSTING

When police governors from across Canada gather in your city for the CAPG Annual conference, the benefit to your local economy is between \$200,000 and \$300,000. Conference events include: 400 plus hotel room nights; breakfasts, lunches, dinners; companion tours; entertainment and transportation. Additional economic benefits are gained when delegates shop, dine out and a large percentage of delegates add vacation time to their trip. Local suppliers supply gifts, delegate bags, printing, signage, and other conference related materials.

In addition to the expected financial and business rewards that come with bringing any conference to a locale, the CAPG conference provides a unique opportunity to the host city to highlight existing or emerging policing programs in your area.



HOTEL REQUIREMENTS

MEETING SPACE

- 100 people on Day 2
- 200 people on Days 3 - 5

SEPARATE MEAL ROOM

- up to 200 participants, Days 2 - 6

BREAK OUT ROOMS

- Four rooms, up to 40 participants, Day 2 & 3

ADDITIONAL SPACES

- Registration area, Days 1 - 4
- Display space for conference sponsors
- Space for networking activities
- Office / Storage close to registration area

TOTAL ROOM BLOCK

Minimum of 400 room nights

Tuesday – 50 rooms

Wednesday – 125

rooms Thursday – 125

rooms Friday, 100

rooms

COMPANION PROGRAM

- select venue(s) or hire tour company that offers tours that work with the conference schedule
- transportation between the venue(s) and the hotel
- manage all aspects of companion's program to ensure it operates smoothly

OFF SITE HOST EVENT/DINNER

Work with the CAPG Conference Committee to:

- select venue
- determine transportation between the venue and the hotel
- plan catering and entertainment liaison with the venue staff

DECISION PROCESS

The proposal will be evaluated on the following criteria:

Amenities, Attractions and Services - If your city or province is planning a special celebration in 2025 hosting the CAPG Conference might tie in as part of the overall festivities. Please take this opportunity to highlight what makes your city a great choice for the Conference.

Location - Ease of CAPG members to travel to the chosen site will be a determining factor if all remaining criteria are equal between bidders.

Responsiveness - Based on submitting proposals on time, openness to questions on aspects of the proposal and a demonstration by the host City, Police Board or Commission of willingness to engage in all aspects of the planning and development process.

Meeting and Function Spaces - Ability to meet all requirements including separate meal space from plenary

Room Rate - Competitive rates are encouraged

Catering - Food costs are also a determining factor

Incentives - Rebates for rooms, free parking, bonus room, and free meeting space are all factors that will determine the awarding of the contract.

SCHEDULE OF EVENTS

DAY 1 JULY/ AUGUST , 2026

Arrival/Prep Day

Conference team meets to put together delegate bags, organize signage and tour facilities

Delegates begin to arrive

Registration for delegates at hotel,

DAY 2, JULY/ AUGUST , 2026

CAPG Annual Conference 1st Day

Host Dinner & Entertainment (offsite), 6:00 – 9:30 pm

DAY 3, AUGUST 16th 2026

CAPG Annual Conference 2nd day

DAY 4, JULY/AUGUST/ 2026:

CAPG Annual Conference 3rd day

Evening event (offsite), 6:00 – 9:00 pm



TENDER PROCESS

- ♦RFP to be sent by email to all CAPG Members by November 1, 2025
- ♦Proposals are due (electronic format) by May 1, 2026
- ♦CAPG Board will review proposals received at the May 2025 Board of Directors meeting
- ♦The Board/Commission chosen to host will be notified by May 31, 2025

PREVIOUS AND FUTURE LOCATIONS

1990 - ST. JOHN'S, NFLD
1991 - LONDON, ON
1992 - VICTORIA, BC
1993 - HALIFAX, NS
1994 - MONTREAL, PQ
1995 - REGINA, SK
1996 - OTTAWA, ON
1997 - VICTORIA, BC
1998 - NIAGARA FALLS, ON
1999 - EDMONTON, AB
2000 - SAINT JOHN, NB

2001 - SASKATOON, SK
2002 - OTTAWA, ON
2003 - HALIFAX, NS
2004 - VANCOUVER, BC
2005 - OTTAWA, ON
2006 - EDMONTON, AB
2007 - CALGARY, AB
2008 - TORONTO, ON
2009 - SYDNEY, NS
2010 - SAINT JOHN, NB
2011 - REGINA, SK

2012 - VICTORIA, BC
2013 - SASKATOON, SK
2014 - HALIFAX, NS
2015 - YORK REGION, ON
2016 - OTTAWA, ON
2017 - MONTREAL, QUE
2018 - WINNIPEG, MB
2019 - CALGARY, AB
2020 - VICTORIA, BC (VIRTUAL)
2021- OTTAWA, ON (VIRTUAL)
2022 - SASKATOON, SK
2023 – ST. JOHN'S, NFLD
2024 – HALIFAX, NS
2025- Victoria, BC

