

*We open
doors,
windows
and minds.*

**Cooperative
Housing Federation
of Canada**

CHF AGM 2022

EDMONTON
All in.

The CHF AGM 2022 brings together co-op members and managers from across Canada. It is an opportunity to come together to connect meaningfully, share resources and develop skills through educational workshops. Moreover, your conference planners and managers are tasked with delivering on an inspiring conference and destination experience for each participant.

YOU**EDMONTON**
*All in.***US**

At Edmonton Tourism we have a history of delivering successful events. We feel that when an organization commits to a destination that that destination must provide clear commitments to your organization as well. In Edmonton, we know how to make things happen. We're more than a meeting space; we're a city of collaborators who work with planners, and make new connections to achieve mutual success.

ABOUT EDMONTON

There's an unmistakable energy coming out of Edmonton these days. In all four seasons, you'll find crowds of happy and hardworking Edmontonians enjoying world-renowned festivals, fabulous shopping, and lively sports and entertainment. If you scroll through our Twitter and Instagram feeds you'll marvel at our breath-taking river valley, the city's exploding food scene, and a huge selection of incredible cafés. And, to help us show it all off, we've got world-class venues, beautiful hotels, and an international airport that flies non-stop to 60 destinations around the world.

WE'RE ALL IN

Over one million Canadians are proud to call Edmonton home, and they're our greatest asset! Through our Influencer Program we connect you with local entrepreneurs, experts, and academics who will take your event to the next level. Need an industry outlook from the boardroom table? A professor's perspective on some new research? An entrepreneur's passion to get your audience fired up? There's an Edmontonian for that! And we put those all those personalities right at your fingertips. When you see how much easier our team can make your conference experience, we know you'll agree: not only is this city All In, it's the best place to host your big event.

CANADA'S CATALYST CITY

Edmonton is a catalyst for change, and not the kind you find in your sofa! Our dream team will work with you to take your vision and make it unforgettable. How? With creative solutions, a can-do attitude, and a citywide network of doers and makers eager to roll up their sleeves and get things done.

**SPACE,
DATES,
RATES.
CHECK.**

MEETING

Edmonton has everything you need to host a conference of your size. In this document you will find that your conference can fit fully into the **Shaw Conference Centre**, with a variety of **downtown accommodation** options in surrounding hotels.

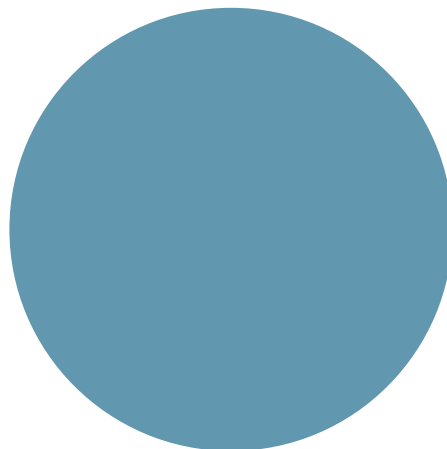
In the following pages you will see the venue key features and property proposals detailed for your review. We have also included a concessions overview for each hotel and venue in the appendix for your review.

DATES

We are delighted to offer proposals for the following preferred and alternate dates:

May 30th - June 5th, 2022

June 20th - June 27th , 2022





FUNDING

Edmonton is a city that knows what it takes to make things happen. The difference that funding can make to an event, and how those events contribute to your long-term success, is undeniable. This is just another one of the ways we're *All In*.

EDMONTON "ALL IN" FUNDING

We understand the value your program brings to a destination and we also understand that you are looking for a destination that can allow your program to grow. Our single most significant contribution is the Edmonton "All In" Funding.

Edmonton Tourism administers this industry driven funding mechanism. It is designed to attract V.I.P organizations that will use i) more than 650 room nights ii) two or more Edmonton Destination Marketing Hotel partners and iii) use of The Shaw Conference Centre. Given the expected impact of your annual event, this enhancement would be substantial in nature.

\$25,131.83

● **\$15,079.10 Venue Discount**

This discount will be deducted directly from your Shaw Conference Centre meeting room rental invoice. However, please note should the meeting space you have booked be reduced by 20% or more a new proposed discount will need to be provided.

● **\$10,052.73 Hotel Room Rebate**

The room rebate total above is based on 1092 room nights. Our "All In" room rebated is calculated at \$9.21 per actualized room nights This rebate is subject to change based on the actual rooms contracted and is only applicable if a minimum of 650 nights are contracted.



SHAW CONFERENCE CENTRE

Awarded for excellence and established as a leading convention centre and venue, the Shaw Conference Centre is located at the foot of our sprawling River Valley and in the heart of Downtown, and has hosted almost every type of meeting and convention imaginable since opening in 1983. Their in-house meeting planners are at your disposal, eager to offer you planning support and ensure the smooth delivery of a successful event that's sure to leave your delegates smiling.

Location: Downtown Edmonton



the Centre of
ATTENTION
SHAW Conference Centre

Edmonton, Alberta, Canada

Co-operative Housing Federation of Canada
AGM 2022

Proposal v3 Revised

May 30-June 5, 2022

June 20-27, 2022



August 11, 2017

Co-operative Housing Federation of Canada

225 Metcalfe Street Suite 311
Ottawa, Ontario K2P 1P9

Dear Brenda Howes,

On behalf of the Shaw Conference Centre, I am pleased to provide the attached proposal to host the **Co-operative Housing Federation of Canada AGM 2022** at our facility, from **May 30-June 5, 2022 or June 20-27, 2018**, for your kind consideration.

The Shaw Conference Centre is uniquely located in the heart of downtown Edmonton, showcasing a cascading glass atrium that connects guests to the city's vivacious and scenic River Valley.

Our award winning Centre is one of Canada's finest meeting facilities, encompassing:

- **150,000 square feet of versatile convention, exhibition, and meeting space, including 20 breakout rooms, and another 40,000 square feet of lobby space.**
- **A professional team committed to deliver personalized, high spirited and engaged services.**
- **Experience that consistently exceeds client expectation.**
- **Award-winning culinary team, led by Executive Chef Serge Belair, providing world-class meals through our in-house catering department.**
- **Access to an array of services, including event registration.**
- **Amenities and attractions that are easily accessible with 2,000 hotel rooms, shopping, restaurants, arts district, and Light Rail Transit connections located just steps away.**
- **The Shaw Conference Centre sustainability promise reflects the 4 pillars: economy, ecology, society, and culture. For more information visit our online brochure: <http://SCCGreenMeetings>**
- **Digital and Social Media consultation available**

Our team is committed to your success and look forward to the opportunity to make your event the centre of attention!

Sincerely,



Monica Reyes, Sales Manager

T: (780)917-7608 E: mreyes@edmonton.com

Estimated Room Rental

Date	Start Time	End Time	Description	Room	Setup	Agr	Room Rental
Monday							
05/30/2022	08:00	23:59	Conference Office	Salon D	As Is		\$300.00
05/30/2022	08:00	23:59	Admin Office	Salon F	As Is		\$250.00
05/30/2022	08:00	23:59	Board Room	Salon 1	Boardroom		\$475.00
05/30/2022	08:00	23:59	Volunteer Office	Salon 7	As Is		\$250.00
05/30/2022	08:00	23:59	Meeting	Salon 15/16	Boardroom		\$500.00
05/30/2022	08:00	23:59	Workshop 1	Salon 2	Classroom on Rounds	100	\$875.00
05/30/2022	08:00	23:59	Workshop 2	Salon 3	Classroom on Rounds	100	\$875.00
05/30/2022	18:00	21:00	Kit Stuffing and Briefing	Salon 17/18	As Is		\$400.00
Tuesday							
05/31/2022	08:00	23:59	Conference Office	Salon D	As Is		\$300.00
05/31/2022	08:00	23:59	Admin Office	Salon F	As Is		\$250.00
05/31/2022	08:00	23:59	Board Room	Salon 1	Boardroom		\$475.00
05/31/2022	08:00	23:59	Volunteer Office	Salon 7	As Is		\$250.00
05/31/2022	08:00	23:59	Meeting	Salon 15/16	Boardroom		\$500.00
05/31/2022	08:00	23:59	Workshop 1	Salon 2	Classroom on Rounds	100	\$875.00
05/31/2022	08:00	23:59	Workshop 2	Salon 3	Classroom on Rounds	100	\$875.00
Wednesday							
06/01/2022	08:00	23:59	Conference Office	Salon D	As Is		\$300.00
06/01/2022	08:00	23:59	Admin Office	Salon F	As Is		\$250.00
06/01/2022	08:00	23:59	Board Room	Salon 1	Boardroom		\$475.00
06/01/2022	08:00	23:59	Volunteer Office	Salon 7	As Is		\$250.00
06/01/2022	08:00	23:59	Meeting	Salon 15/16	Boardroom		\$500.00
06/01/2022	08:00	23:59	Workshop 1	Salon 2	Classroom on Rounds	100	\$875.00
06/01/2022	08:00	23:59	Workshop 2	Salon 3	Classroom on Rounds	100	\$875.00
06/01/2022	08:00	23:59	Workshop 3	Salon 4	Classroom on Rounds	100	\$1,175.00
06/01/2022	08:00	23:59	Workshop 4	Salon 5/6	Classroom on Rounds	100	\$850.00
06/01/2022	08:00	23:59	Workshop 5	Salon 8	Classroom on Rounds	100	\$1,275.00
06/01/2022	08:00	23:59	Workshop 6	Salon 9	Classroom on Rounds	100	\$1,175.00
06/01/2022	08:00	23:59	Workshop 7	Salon 10	Classroom on Rounds	100	\$1,175.00
06/01/2022	08:00	23:59	Workshop 8	Salon 13/14	Classroom on Rounds	50	\$500.00
06/01/2022	11:00	13:15	CMC Opening Plenary	Salon 11/12	Classroom on Rounds	200	\$2,450.00
06/01/2022	16:30	17:30	AGM Orientation Meeting	Salon 11/12	Classroom on Rounds	100	Included Above
06/01/2022	17:00	18:00	Staff Caucus	Salon 17/18	Theatre	50	\$400.00

06/01/2022	18:00	19:00	Workshop Leaders Reception	Riverview Room	Reception	100	*\$2,100.00
06/01/2022	18:15	19:15	Guest/Service Manager Reception	Salon 4	Reception	100	\$875.00
06/01/2022	20:00	23:59	Welcome Reception	Hall D	Reception	350	**\$8,500.00
Thursday							
06/02/2022	08:00	23:59	Conference Office	Salon D	As Is		\$300.00
06/02/2022	08:00	23:59	Admin Office	Salon F	As Is		\$250.00
06/02/2022	08:00	23:59	Board Room	Salon 1	Boardroom		\$475.00
06/02/2022	08:00	23:59	Volunteer Office	Salon 7	As Is		\$250.00
06/02/2022	08:00	23:59	Meeting	Salon 15/16	Boardroom		\$500.00
06/02/2022	08:00	23:59	Plenary set up	Hall B	Classroom on Rounds	500	\$5,850.00
06/02/2022	08:00	23:59	Exhibits	Hall C	Exhibits		\$5,375.00
06/02/2022	08:00	23:59	Workshop 1	Salon 2	Classroom on Rounds	100	\$875.00
06/02/2022	08:00	23:59	Workshop 2	Salon 3	Classroom on Rounds	100	\$875.00
06/02/2022	08:00	23:59	Workshop 3	Salon 4	Classroom on Rounds	100	\$1,175.00
06/02/2022	08:00	23:59	Workshop 4	Salon 5/6	Classroom on Rounds	100	\$850.00
06/02/2022	08:00	23:59	Workshop 5	Salon 8	Classroom on Rounds	100	\$1,275.00
06/02/2022	08:00	23:59	Workshop 6	Salon 9	Classroom on Rounds	100	\$1,175.00
06/02/2022	08:00	23:59	Workshop 7	Salon 10	Classroom on Rounds	100	\$1,175.00
06/02/2022	08:00	23:59	Workshop 8	Salon 11	Classroom on Rounds	100	\$1,175.00
06/02/2022	08:00	23:59	Workshop 9	Salon 12	Classroom on Rounds	100	\$1,275.00
06/02/2022	08:00	23:59	Workshop 10	Salon 13/14	Classroom on Rounds	50	\$500.00
06/02/2022	08:00	23:59	Workshop 11	Salon 17/18	Classroom on Rounds	50	\$500.00
06/02/2022	08:00	23:59	Meeting	Salon 19/20	Boardroom	50	\$500.00
06/02/2022	09:30	18:00	Registration	Salon E	As Is		\$225.00
Friday							
06/03/2022	08:00	23:59	Conference Office	Salon D	As Is		\$300.00
06/03/2022	08:00	23:59	Admin Office	Salon F	As Is		\$250.00
06/03/2022	08:00	23:59	Break	Assembly Foyer	As Is		Included
06/03/2022	08:00	23:59	Board Room	Salon 1	Boardroom		\$475.00
06/03/2022	08:00	23:59	Volunteer Office	Salon 7	As Is		\$250.00
06/03/2022	08:00	23:59	Meeting	Salon 15/16	Boardroom		\$500.00
06/03/2022	08:00	23:59	Exhibits	Hall C	Exhibits		\$5,375.00
06/03/2022	08:00	23:59	Workshop 1	Salon 2	Classroom on Rounds	100	\$875.00
06/03/2022	08:00	23:59	Workshop 2	Salon 3	Classroom on Rounds	100	\$875.00
06/03/2022	08:00	23:59	Workshop 3	Salon 4	Classroom on Rounds	100	\$1,175.00

06/03/2022	08:00	23:59	Workshop 4	Salon 5/6	Classroom on Rounds	100	\$850.00
06/03/2022	08:00	23:59	Workshop 5	Salon 8	Classroom on Rounds	100	\$1,275.00
06/03/2022	08:00	23:59	Workshop 6	Salon 9	Classroom on Rounds	100	\$1,175.00
06/03/2022	08:00	23:59	Workshop 7	Salon 10	Classroom on Rounds	100	\$1,175.00
06/03/2022	08:00	23:59	Workshop 8	Salon 11	Classroom on Rounds	100	\$1,175.00
06/03/2022	08:00	23:59	Workshop 9	Salon 12	Classroom on Rounds	100	\$1,275.00
06/03/2022	08:00	23:59	Workshop 10	Salon 13/14	Classroom on Rounds	50	\$500.00
06/03/2022	08:00	23:59	Workshop 11	Salon 17/18	Classroom on Rounds	50	\$500.00
06/03/2022	09:30	18:00	Registration	Salon E	As Is		\$225.00
06/03/2022	12:00	13:15	Networking Lunch	Hall C	As Is	140	Included Above
06/03/2022	14:00	16:30	Ontario Members Meeting	Hall B	As Is		\$5,850.00
06/03/2022	18:00	19:00	Pre-Dinner Reception	Assembly Foyer	Reception	500	Included
06/03/2022	19:00	23:59	Closing Dinner	Hall B	Classroom on Rounds	650	Included Above
Saturday							
06/04/2022	08:00	23:59	Conference Office	Salon D	As Is		\$300.00
06/04/2022	08:00	23:59	Admin Office	Salon F	As Is		\$250.00
06/04/2022	08:00	23:59	Break	Assembly Foyer	As Is		Included
06/04/2022	08:00	23:59	Board Room	Salon 1	Boardroom		\$475.00
06/04/2022	08:00	23:59	Volunteer Office	Salon 7	As Is		\$250.00
06/04/2022	08:00	23:59	Meeting	Salon 15/16	Boardroom		\$500.00
06/04/2022	08:00	23:59	Exhibits	Hall C	Exhibits		\$5,375.00
06/04/2022	08:00	23:59	Plenary Session	Hall B	Classroom on Rounds	500	\$5,850.00
06/04/2022	12:00	13:00	Lunch	Hall C	As Is	600	Included Above
Sunday							
06/05/2022	08:00	23:59	Admin Office	Salon F	As Is		\$250.00
06/05/2022	08:00	23:59	Board Room	Salon 1	Boardroom		\$475.00
06/05/2022	08:00	23:59	Meeting	Salon 15/16	Boardroom		\$500.00
Estimated Room Rental							\$ 94,325.00
Less Hall D Rental if minimum is met*							(\$8,500.00)
Less Riverview Room Rental if minimum is met**							(\$2,100.00)
Less Edmonton Tourism All In Rental Discount							(\$15,079.10)
Inflation Rate for 2018, 2019, 2020, 2021, 2022							\$10,933.53
Waived Inflation Rate- Winter Freeze promotion 2017							(\$10,933.53)
Total Estimated Room Rental							\$ 68,645.90

Winter Freeze Promotion: The Shaw Conference Centre will waive the inflation rate if the contract is signed by the end of this year, December 31, 2017.

*Rental fee will be waived for Hall D on June 1, 2022 if the minimum Food and Beverage of \$15,000.00 before tax and gratuity is met.

** Rental fee will be waived for the Riverview Room June 1, 2022 if the minimum Food and Beverage of \$4,000.00 before tax and gratuity is met.

*** GST not included

The same rooms and rates are available on June 20-27, 2022

IN-HOUSE SERVICE PROVIDERS

Audio Visual Contact

Kasandra Breadner

Freeman Audio Visual (780) 917-7667

Kasandra.breadner@freemanco.com

Show Services Contact

Pam Dyck

GES Canada - 780-469-7767

pdyck@ges.com

www.ges.com

Electrical & Rigging Contact

SHOWTECH Power & Lighting 780-429-1162

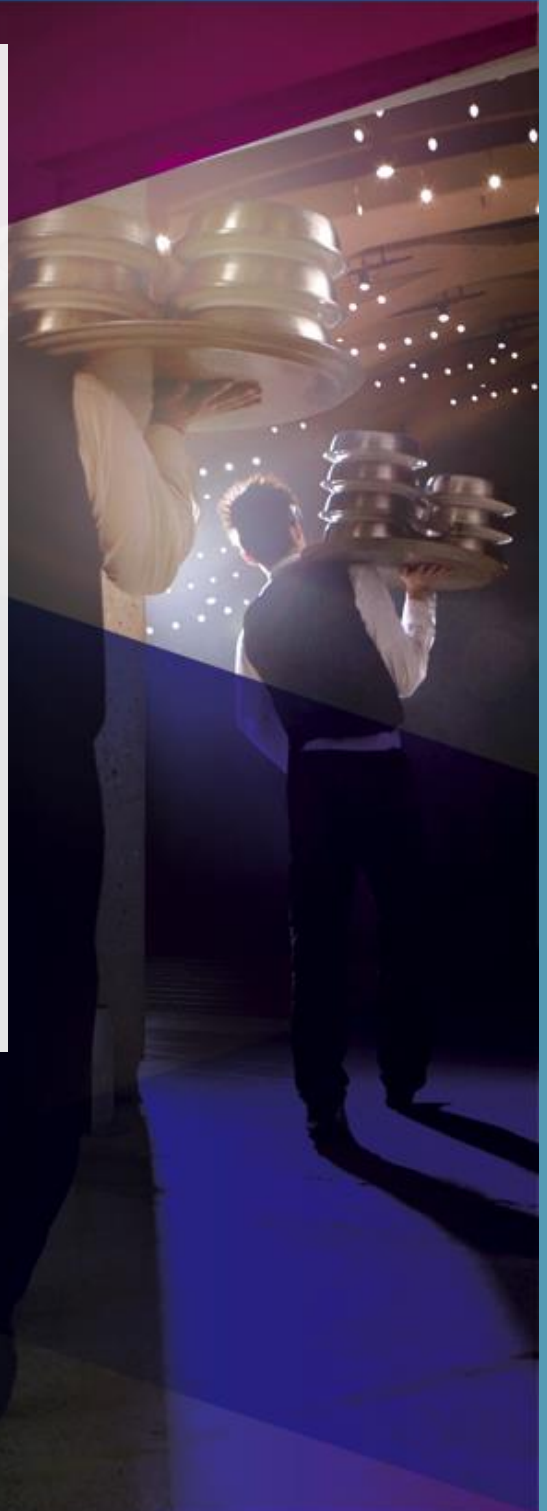
Peter Whitefield

pwhitefield@showtech.ca

Menus

Facilities Services Guide

Sustainable Meetings Toolkit



AWARD-WINNING CUISINE

Cuisine Worth Celebrating

Having an award-winning chef and kitchen as part of your event means catering is the least of your worries. Think creative menus, local produce, made-in-Edmonton creations, world-famous Alberta beef ... need we say more? You are in good hands with Executive Chef Serge Belair and his team.

Meet Chef Serge

Executive Chef Serge Belair is considered one of Canada's top culinary experts. Hailing from Gatineau, Quebec, he studied at Commission scolaire la Vallée de la Lievre and honed his skills at Hotel Clarion Gatineau's Restaurant La Pergola. Always pushing the limits, Chef Serge continues to build on the Shaw Conference Centre's extraordinary culinary reputation with his unwavering commitment to quality and innovation.

Multi-Award Winning Chef

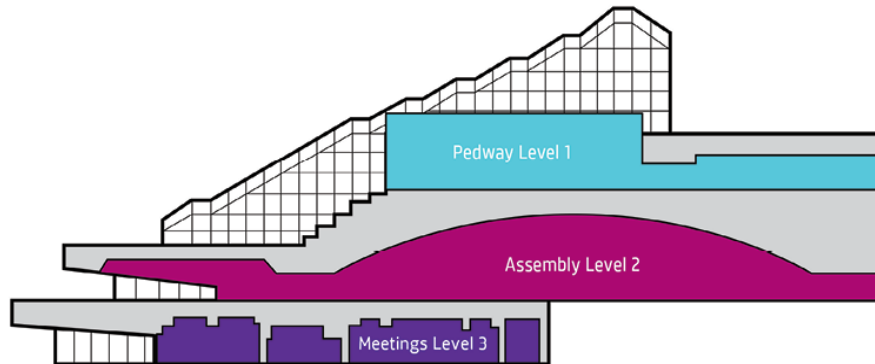
Through the years, Chef Serge has established a professional reputation for both his culinary and leadership skills. He's competed several times on the national and international stage and has mentored many young chefs who have obtained recognition within the culinary sector. Chef Serge's achievements through his career are just as impressive:

- 2012 National Chef of the Year Award
- 2012 Olympic Culinary gold and silver medals with Team Canada
- 2013 silver medal at the World Association of Chefs Societies' Global Chefs Challenge
- Edmonton's top 40 under 40 class of 2015

Chef Serge leads a team of 30 cooks and chefs who are ready to create an unforgettable meal for your guests.



FLOOR PLANS



PEDWAY LEVEL 1

ROOM	HEIGHT (ft)	DIMENSIONS (ft)	AREA (ft ²)	AREA (m ²)
Hall D	30	208 x 114	24,000	2,192.4
Hall D Foyer	30	182 x 51	9,282	862.3
D1	-	28.5 x 20	570	53.0
D2	-	24.4 x 33.6	819.8	76.2
SCC Boardroom	-	28.5 x 32.6	929.1	86.3
Riverview Room	8	-	3,860	358.6

CAPACITY

THEATRE	BANQUET
2,000	1,400
-	-
-	-
60	40
-	-
-	120

ASSEMBLY LEVEL 2

ROOM	HEIGHT (ft)	DIMENSIONS (ft)	AREA (ft ²)	AREA (m ²)
Hall A	29	180 x 54	32,000	2,575.2
Hall B	29	180 x 120	25,000	2,006.6
Hall C	29	180 x 114	23,000	1,906.3
Hall AB	29	209 x 274	57,000	5,320.0
Hall BC	29	209 x 234	48,000	4,543.4
Hall ABC	29	209 x 388	80,000	6,488.1
Foyer	19	-	-	-

CAPACITY

THEATRE	BANQUET
2,400	1,800
2,100	1,500
2,100	1,500
4,500	3,300
4,200	3,000
6,600	4,800
-	-

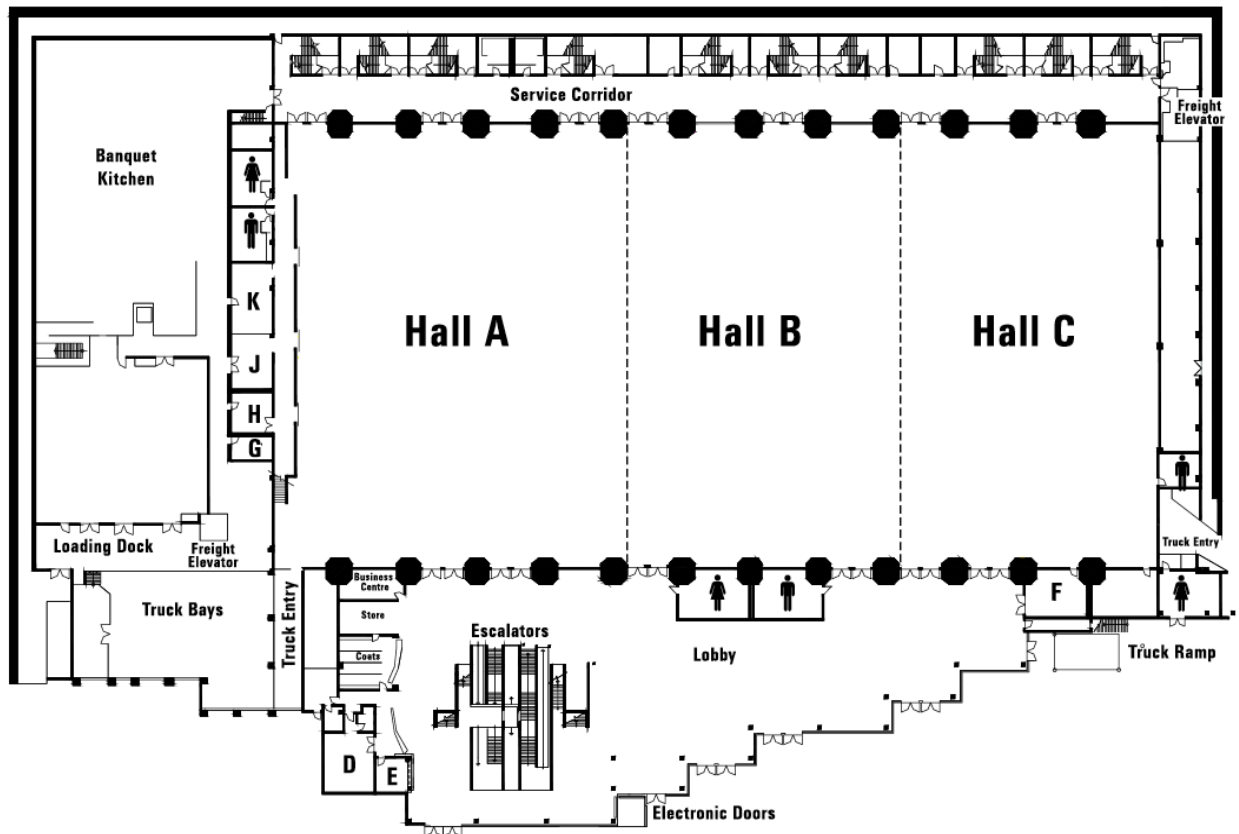
MEETINGS LEVEL 3

SALON	HEIGHT (ft)	DIMENSIONS (ft)	AREA (ft ²)	AREA (m ²)
1	-	33 x 30	990	92
2	-	40 x 57	2,280	212
3	-	39 x 50	1,950	181
4	-	49 x 65	3,185	296
5 or 6	-	38 x 25	950	88
7	-	28 x 20	560	52
8	12' 11"	62 x 60	3,720	346
9, 10, or 11	12' 11"	62 x 45	2,790	259
12	12' 11"	62 x 58	3,600	334
13, 14, 15, 16	-	27 x 19	500	48
17 or 18	-	25 x 18	450	42
19 or 20	-	22 x 18	395	37

CAPACITY

THEATRE	BANQUET	CLASSROOM	BOARDROOM	U-SHAPE	SQUARE
50	40	40	18	-	-
200	112	100	55	40	50
175	96	90	45	45	60
300	160	140	50	50	60
60	48	36	24	20	30
34	24	21	15	15	20
320	160	144	50	70	80
250	128	100	40	60	80
320	160	144	50	70	90
30	24	18	18	16	20
25	24	15	18	14	16
25	24	15	15	10	14

ASSEMBLY LEVEL 2



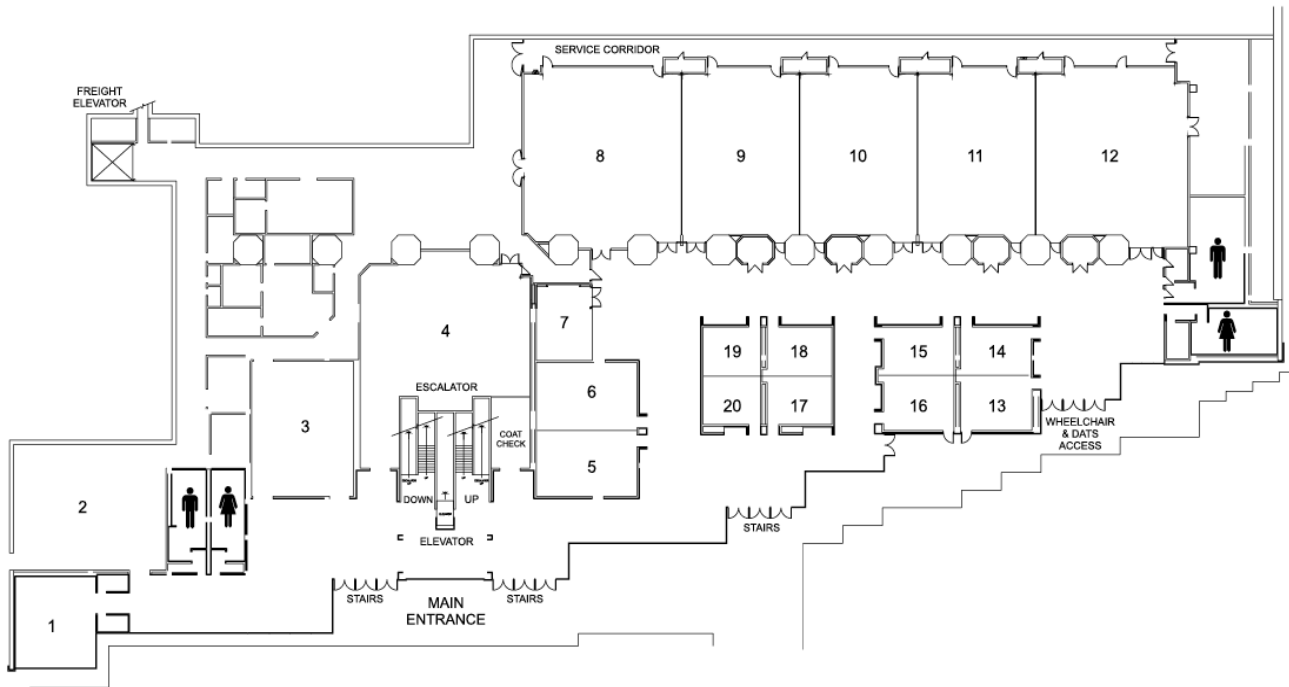
ASSEMBLY LEVEL 2

CAPACITY

ROOM	HEIGHT (ft)	DIMENSIONS (ft)	AREA (ft ²)	AREA (m ²)
Hall A	29	180 x 54	32,000	2,575.2
Hall B	29	180 x 120	25,000	2,006.6
Hall C	29	180 x 114	23,000	1,906.3
Hall AB	29	209 x 274	57,000	5,320.0
Hall BC	29	209 x 234	48,000	4,543.4
Hall ABC	29	209 x 388	80,000	6,488.1
Foyer	19	-	-	-

THEATRE	BANQUET
2,400	1,800
2,100	1,500
2,100	1,500
4,500	3,300
4,200	3,000
6,600	4,800
-	-

MEETINGS LEVEL 3



MEETINGS LEVEL 3

CAPACITY

SALON	HEIGHT (ft)	DIMENSIONS (ft)	AREA (ft ²)	AREA (m ²)	THEATRE	BANQUET	CLASSROOM	BOARDROOM	U-SHAPE	SQUARE
1	-	33 x 30	990	92	50	40	40	18	-	-
2	-	40 x 57	2,280	212	200	112	100	55	40	50
3	-	39 x 50	1,950	181	175	96	90	45	45	60
4	-	49 x 65	3,185	296	300	160	140	50	50	60
5 or 6	-	38 x 25	950	88	60	48	36	24	20	30
7	-	28 x 20	560	52	34	24	21	15	15	20
8	12' 11"	62 x 60	3,720	346	320	160	144	50	70	80
9, 10, or 11	12' 11"	62 x 45	2,790	259	250	128	100	40	60	80
12	12' 11"	62 x 58	3,600	334	320	160	144	50	70	90
13, 14, 15, 16	-	27 x 19	500	48	30	24	18	18	16	20
17 or 18	-	25 x 18	450	42	25	24	15	18	14	16
19 or 20	-	22 x 18	395	37	25	24	15	15	10	14



the Centre of
ATTENTION
SHAW Conference Centre

Thank you for considering Edmonton for your upcoming event.
www.shawconferencecentre.com

A scenic view of the Edmonton River Valley during autumn. The foreground is filled with trees displaying vibrant yellow and orange foliage. In the middle ground, a river flows through a lush green valley. The background features the city skyline of Edmonton, with several high-rise buildings under a clear, bright sky.

ACCOMMODATIONS

Dividing the city of Edmonton is our sprawling picturesque River Valley. Stay north of the river in Downtown for connections to everywhere you want to go, explore unique attractions in the Westend, or soak up historic Edmonton charm on the southside. Our accommodations offer more than just four walls; they're the hub of an unforgettable stay for your delegates.



DOWNTOWN ACCOMMODATIONS

From taking in the fine arts and iconic architecture of the Art Gallery of Alberta to walking, running or biking through the captivating nature of Downtown's river valley, Canada's largest urban park, Edmonton's Downtown has an energy that your delegates will want to be a part of.

Staying in one of Downtown's 14 hotels will help your delegates pack some pleasure into their business trip.

Location: Heart of Edmonton, north of the River Valley

Driving times: 25 minutes from Edmonton International Airport

Room Block Overview/ Cooperative Housing Federation of Canada 2022 AGM

HOTEL	PEAK ROOMS	RATE* (FROM)	DATES	CONCESSIONS
Chateau Lacombe	227	\$159.00	May 30 th – June 5 th June 20 th -26 th	1 complimentary room for every 40, 10 staff rooms at 25% off group rate, 20% attrition, cut off 21 days out, 6 complimentary parking passes, 1 Royal Parlour Hospitality Suite for event duration, 1 complimentary Royal Suite for President, 2 Complimentary Concierge Suites for CHF Manager and Event Manager, 2 Executive Suite Upgrades from group rate, 10 complimentary concierge King Upgrades, extended rates for 3 days pre & post, 5 complimentary VIP welcome gifts, 10 complimentary welcome amenities <i>*Please see full concession overview in Appendix B</i>
The Coast Edmonton Plaza Hotel	100	\$179.00*	May 30 th – June 5 th June 20 th -26 th	Extended rates for 3 days pre & post <i>*Please see full concession overview in Appendix B</i>
Courtyard by Marriott Downtown	150	\$229.00	May 30 th – June 5 th June 20 th -26 th	1 complimentary room for every 40, 10 staff rooms at reduced staff rate, extended rates for 3 days pre & post, welcome amenity for President, 6 complimentary parking passes <i>*Please see full concession overview in Appendix B</i>
The Fairmont Hotel Macdonald	108	\$249.00	May 30 th – June 5 th June 20 th -26 th	1 complimentary room for every 40, complimentary upgrades to Fairmont View and Deluxe rooms on run of house basis, 2 complimentary upgrades to One Bedroom Suites, 5 staff rooms at 25% off group rate, cut off 21 days out ,extended rates for 3 days pre & post, 1 complimentary welcome gift for President <i>*Please see full concession overview in Appendix B</i>

*Rates based on an escalator
All rates are quoted as 10% commissionable

Please note the rate provided here is the rate that the majority of your room block has been quoted at.
Please review the hotel's individual proposal included in this document for additional room category rates.

Room Block Overview/ Cooperative Housing Federation of Canada 2022 AGM

HOTEL	PEAK ROOMS	RATE* (FROM)	DATES	CONCESSIONS
The Hyatt Place Hotel	190	\$189.00	May 30 th – June 5 th June 20 th -26 th	Breakfast included in rate, 20% attrition, 3 complimentary upgrades to Suites at group rate, 10 staff rooms at 10% off group rate, welcome gift for President, extended rates for 3 days pre & post, complimentary storage of receivables, cutoff 21 days prior to event, discounted parking available <i>*Please see full concession overview in Appendix B</i>
The Matrix Hotel	100	\$225.00	May 30 th – June 5 th June 20 th -26 th	1 complimentary room for every 40, parking included in rate for all guests, 20% attrition, 2 complimentary upgrades to Suites at group rate, 10 staff rooms at 25% off group rate, extended rates for 3 days pre & post, welcome gift for President, complimentary storage of receivables <i>*Please see full concession overview in Appendix B</i>
The Sutton Place Hotel	227	\$139.00	May 30 th – June 5 th June 20 th -26 th	1 complimentary room for every 35, Reduced rate for 10 staff rooms at \$99.00, 20% attrition, 100 complimentary upgrades to Deluxe Rooms, 7 complimentary upgrades to Executive Rooms, 3 complimentary upgrades to Grande Suites, complimentary use of Royal Suite for hospitality room, complimentary suite for the meeting manager, 10 complimentary VIP amenities, complimentary storage of receivables, extended rates for 3 days pre & post, cutoff 21 days prior to event, 6 Valet parking passes <i>*Please see full concession overview in Appendix B</i>

*Rates based on an escalator
All rates are quoted as 10% commissionable

Please note the rate provided here is the rate that the majority of your room block has been quoted at.
Please review the hotel’s individual proposal included in this document for additional room category rates.

Room Block Overview/ Cooperative Housing Federation of Canada 2022 AGM

HOTEL	PEAK ROOMS	RATE* (FROM)	DATES	CONCESSIONS
The Westin Hotel	125 217	\$239.00 \$234.00	May 30 th – June 5 th June 20 th -26th	1 complimentary room for every 40, 2 complimentary upgrades to Suites, 1 complimentary 20 th floor Parlour Hospitality Suite, 2 upgrades to adjoining Deluxe 1 Bedroom Suites, 10 staff rooms at 25% off group rate, extended rates for 3 days pre & post, 1 complimentary welcome gift for President. <small>*Please see full concession overview in Appendix B</small>

*Rates based on an escalator
All rates are quoted as 10% commissionable

Please note the rate provided here is the rate that the majority of your room block has been quoted at.
Please review the hotel's individual proposal included in this document for additional room category rates.

A CONFERENCE
IS A CONFERENCE
IS A CONFERENCE
**UNTIL YOU HOST
IT HERE.**

EDMONTON
All in.

IGNITE FESTIVAL 2015, SHAW CONFERENCE CENTRE | PHOTO BY AMPERSAND GREY



GETTING HERE

Getting to Edmonton is easier than ever with so many non-stop flights to and from the continually growing Edmonton International Airport. Keeping the title of Canada's fastest growing airport for the last 10 years, they're our ally in making sure your delegates have the air access needed to arrive smoothly.

Non-stop Air Service

EIA Fact Sheet



Revised July 11, 2017
 Note: some services are offered on a seasonal basis.

CANADA

- | | | | |
|---------------|----------------|---------------|-------------|
| Abbotsford | Grande Prairie | Medicine Hat | Saskatoon |
| Calgary | Halifax | Montreal | Toronto |
| Comox | Hamilton | Norman Wells | Vancouver |
| Fort McMurray | Hay River | Ottawa | Victoria |
| Fort Mackay | High Level | Peace River | Whitehorse |
| Fort Nelson | Inuvik | Prince George | Winnipeg |
| Fort Smith | Kelowna | Rainbow Lake | Yellowknife |
| Fort St. John | Lethbridge | Regina | |

US

- | | |
|-------------|--------------|
| Denver | Orlando |
| Houston | Palm Springs |
| Las Vegas | Phoenix |
| Los Angeles | Seattle |
| Maui | |
| Mesa | |
| Minneapolis | |

INTERNATIONAL

- | | |
|--------------------|-----------------|
| Amsterdam | London |
| Cabo San Lucas | Manzanillo |
| Cancun | Mazatlan |
| Cayo Coco | Montego Bay |
| Freeport | Puerto Vallarta |
| Huatulco | Punta Cana |
| Ixtapa-Zihuatanejo | Reykjavik |
| Liberia | Santa Clara |
| | Varadero |

Fly EIA every time

With so many non-stop national, US and international destinations, it's easy to choose EIA. You now have more flight choices than ever to and from Edmonton.

For the most current EIA non-stops, visit flyeia.com/non-stops

Non-stop Air Service

EIA Fact Sheet



Airlines

These airlines service EIA's non-stop routes:

AIR CANADA 

Alaska Airlines
Horizon Air

AIR NORTH
Yukon's Airline

 **air transat**

American Airlines 


CANADIAN NORTH

CMA
Central Mountain Air

 **DELTA**

 **FIRST AIR**
The Airline of the North

ICELANDAIR 

 **integraair**


Royal Dutch Airlines

newleaf 
Low fare. Here to there.

Northwestern Air
LEASE LTD.




sunwing
AIRLINES

 **U-S AIRWAYS**

UNITED 

WESTJET 

23
commercial
airline partners

First airport
terminal in Canada
awarded LEED Gold
certification

59
direct flights



TRANSPORTATION

Getting around is easy when you think of all the options. Many of our hotels, venues, and world-famous markets are linked directly to Downtown's 40km indoor pedestrian network (Pedway). Plus, above and below ground Light Rail Transit (LRT), buses and taxis will take delegates throughout the city in all four seasons with ease.

Edmonton International Airport offers excellent ground transportation options for arriving and departing passengers. These include the Edmonton Skyshuttle (edmontonskyshuttle.com), which provides convenient connections to major hotels and other destinations across the city, as well as Edmonton Transit System's Route 747 bus service, which connects passengers to the city's bus and LRT network.

A photograph of a modern conference center hallway. The hallway features a long wall of large, floor-to-ceiling windows on the left side, providing a view of a city skyline and lush greenery. The floor is a dark, polished material, and the ceiling is white with recessed lighting. A bright yellow rectangular box is overlaid on the right side of the image, containing text.

SITE VISITS

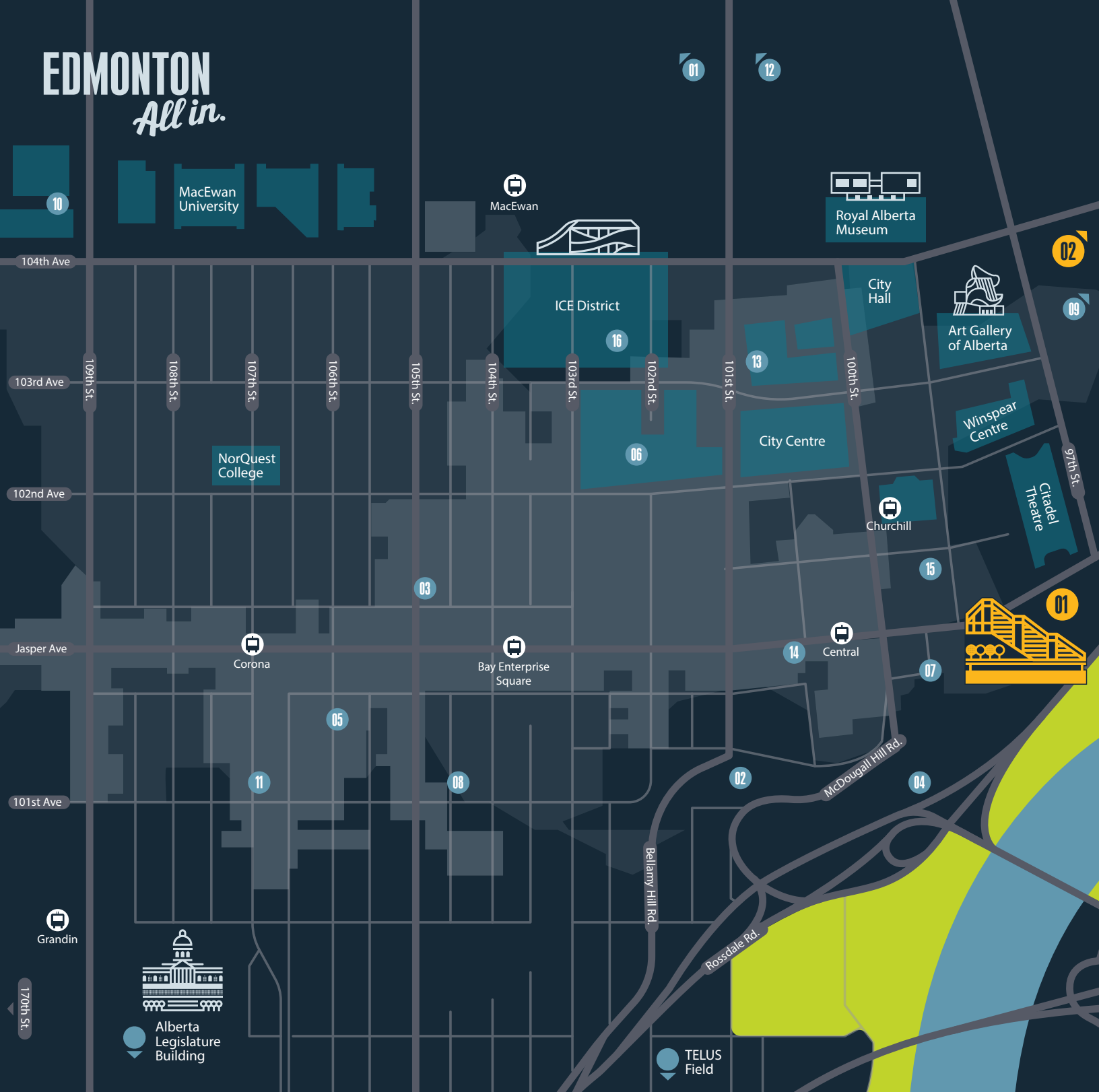
With the important details all summed up, it's time to bring that spreadsheet to life with a site visit! Tailored to the needs of your event, our one-on-one site means you can see behind the scenes on the spaces presented, meet the team who will bring it to life, and experience how Edmonton will WOW your delegates. Bring your questions... we're ready for you!

MAPS

Edmontonians are known for being helpful, which is why we've included maps to help you find your way around the city. Interested in knowing the go-to coffee shops or distance to the next offsite? Our team can help tailor resources as unique as your event.

EDMONTON

All in.



DOWNTOWN EDMONTON

ANCHOR VENUES

- 01** Shaw Conference Centre
- 02** Edmonton EXPO Centre

LRT LINE

- LRT Stops

HOTELS

- | | | |
|--|--|--------------------------------------|
| 01 Chateau Nova Kingsway | 07 Fairmont Hotel Macdonald | 13 Sutton Place Hotel |
| 02 Chateau Lacombe | 08 Holiday Inn Express | 14 Union Bank Inn |
| 03 Coast Edmonton Plaza | 09 Hyatt Place Edmonton Downtown | 15 Westin Hotel |
| 04 Courtyard by Marriott | 10 MacEwan University Residences | 16 JW Marriott (Opening 2018) |
| 05 Days Inn Downtown | 11 Matrix | |
| 06 Delta Edmonton Centre Suites | 12 Ramada Inn & Conference Centre | |



RESOURCES FOR PLANNERS

Edmonton Tourism is *All In*. We're your central point of contact with a citywide network of doers and makers ready to help plan an unforgettable Edmonton experience for your delegates.

Need a supplier to get things done, ideas for an offsite that will amaze, or have that out of the ordinary request? No problem! Together, we can make anything happen.



OFFSITE VENUES

Do you want to inspire your delegates in the middle of a national park with majestic roaming bison as scenery? We can make that happen. Do you need a creative thinking space in an architecturally-iconic art gallery? Consider it done. We can even create original spaces in conventional places. We've pulled a few together so you can start to see the possibilities.

FORT EDMONTON PARK- EDMONTON SOUTHSIDE

Trace Edmonton's colourful history by hosting an event at Canada's largest living history museum. Nestled on 158 acres of river valley property, Fort Edmonton Park gives the distinct impression of being far away from it all. Beige box boardrooms and plain spaces? Not here. Fort Edmonton Park offers a diverse selection of distinct historical buildings that will resonate with you long after the day is over.

Room Name : Half Rental / Street Party

Capacity : 1000 + Reception

**THE ENJOY CENTRE – ST ALBERT**

Bathed in natural light and framed by the prairie landscape, the Enjoy Centre blurs the lines between indoors and out. Situated across from the Lois Hole Centennial Provincial Park, the centre is a perfect getaway from the downtown core. Admire the spectacular views of the greenhouse which provides stunning year-round ambiance. Whether you're planning an executive meeting or social celebration, the Enjoy Centre is the perfect environment for getting creative and breaking everyday patterns.

Room Name : Moonflower Room

Capacity : 650 seated / 1000+ Reception

**THE REC ROOM- EDMONTON SOUTH**

Redefine the meaning of fun when you plan your next event at The Rec Room. With over 60,000 sq. ft. of entertainment space, Canadian-inspired dining, and gaming options ranging from bowling to the latest virtual reality, it'll be like nothing you've hosted before. With our onsite professional event planner always ready to assist, you'll have everything you need to pull off your best event yet.

Room Name : Loft Rental / Full Rental

Capacity : 450 Reception/ 1000+ Reception





EXPERIENCES

So, you're coming to Edmonton?

We're thrilled! Our team will be there every step of the way to make sure it's a success, including helping to find those Instagram-worthy experiences for your delegates to enjoy before or after the main event.

LET'S TALK

If you're looking for a memorable, original meeting or conference experience, you'll get it here. Because in Edmonton you'll find more than a meeting space, you'll discover the ally you need to make your next gathering succeed.

STEPHANIE LYNCH

Business Development Account Manager,
Edmonton Tourism

C 780.700.8783

E SLYNCH@EXPLOREEDMONTON.COM

APPENDIX A

Hotel Property Proposals



CHATEAU LACOMBE HOTEL

"unique by nature"

ABOUT OUR HOTEL

Located in downtown Edmonton, Chateau Lacombe Hotel is an independent and locally owned hotel featuring 23 floors of 307 luxurious and spacious guestrooms and suites. With magnificent views of North Saskatchewan River valley, city skyline and comfortable accommodations, make the Chateau Lacombe a natural choice.

The hotel is located by the Edmonton Arts District, City Centre, and numerous avenues of entertainment. A quick convenient walk to the Shaw Conference Centre, makes us your ideal choice.

HOTEL HIGHLIGHTS

- Stunning River Valley views
- 307 guestrooms, including 15 Jr. Suites, 66 Concierge Level Rooms and Executive Suites, with River Valley views and private balconies.
- Complimentary Town Car Service.
- Legendary roof-top revolving restaurant, LaRonde, offering exceptional cuisine for dinner and Sunday Brunch.
- Full Hot Breakfast Buffet served daily in Café Lacombe
- Bellamy's Lounge Open Late
- 24 Hr. Complimentary Business and Fitness Centre(s)
- 14,000 square feet of flexible meeting space





CHATEAU
LACOMBE
HOTEL

Co-operative Housing Federation of Canada
311-225 Metcalfe Street
Ottawa, Ontario, K2P 1P9

Thank you for considering the **Chateau Lacombe** for your event. We are confident that Edmonton will provide the perfect setting for this important event. We look forward to having the opportunity to welcome you and your delegates to the **Chateau Lacombe** and to Edmonton during the Co-operative Housing Federation of Canada AGM 2022.

The guest rooms required for this event match perfectly with our availability over your preferred dates.

Preferred Date:

GUESTROOM BLOCK						
ARRIVAL				DEPARTURE		
Monday, May 30, 2022				Sunday, June 5, 2022		
ROOM TYPE						
	Mon 05/30	Tue 05/31	Wed 06/01	Thu 06/02	Fri 06/03	Sat 06/04
Standard King	10	30	112	112	112	45
Standard Double	-	-	82	84	67	-
Concierge King	10	10	25	25	25	- **See Special Concessions**
Executive Suite	-	-	4	4	4	- **See Special Concessions**
Royal Parlour	-	-	1	1	1	- **See Special Concessions**
Royal Suite	-	-	1	1	1	- **See Special Concessions**
Total Rooms	20	40	225	227	210	45
2022 RATES						
	Single	Double	Triple	Quad		
Standard King	159.00	159.00	174.00	189.00		
Standard Double	159.00	159.00	174.00	189.00		
Concierge King	199.00	199.00	0.00	0.00		
Executive Suite	249.00	249.00	264.00	279.00		
Royal Parlour	500.00	-	-	-		
Royal Suite	249.00	-	-	-		

Total Room Nights: 767

***The Royal Parlour (Hospitality room) adjoins to the Royal Suite (Guestroom).**

These rates are net of taxes. Hotel's room rates are subject to applicable provincial and local taxes (currently 9%) in effect at the time of check-in. Room rates are also subject to the Destination Marketing Fee of 3%.



Alternate Date:

GUESTROOM BLOCK						
ARRIVAL				DEPARTURE		
Monday, June 20, 2022				Sunday, June 26, 2022		
ROOM TYPE	Mon	Tue	Wed	Thu	Fri	Sat
	06/20	06/21	06/22	06/23	06/24	06/25
Standard King	10	30	112	112	112	45
Standard Double	-	-	82	84	67	-
Concierge King	10	10	25	25	25	- **See Special Concessions**
Executive Suite	-	-	4	4	4	- **See Special Concessions**
Royal Parlour	-	-	1	1	1	- **See Special Concessions**
Royal Suite	-	-	1	1	1	- **See Special Concessions**
Total Rooms	20	40	225	227	210	45
2022 RATES						
	Single	Double	Triple	Quad		
Standard King	159.00	159.00	174.00	189.00		
Standard Double	159.00	159.00	174.00	189.00		
Concierge King	199.00	199.00	0.00	0.00		
Executive Suite	249.00	249.00	264.00	279.00		
Royal Parlour	500.00	-	-	-		
Royal Suite	249.00	249.00	-	-		

Total Room Nights: 767

***The Royal Parlour (Hospitality room) adjoins to the Royal Suite (Guestroom).**

These rates are net of taxes. Hotel's room rates are subject to applicable provincial and local taxes (currently 9%) in effect at the time of check-in. Room rates are also subject to the Destination Marketing Fee of 3%.

Additional Room Types Available

Room	Rate
Concierge King	199.00
Concierge Jr. Suite	219.00
Concierge Executive Suite	249.00
Royal Parlour and Suite	749.00

Concierge Guest Rooms Include:

- Private and Exclusive Concierge Lounge: Open 7 days a week
- Daily deluxe continental breakfast 6:30am to 11:00am
- Daily complimentary canapés, beer/wine, and beverages; 5:00pm to 8:00pm



MEETING SPACE / SCHEDULE OF EVENTS

Date	Time	Function Name and Meeting Room	Set-Up / #People	Rental (plus 18% Gratuity & 5% GST)
<u>Wednesday, June 1 or June 22, 2022</u>	4:00 pm – 24 Hours	Hospitality Royal Parlour	Reception, 30pp.	"See Special Concessions"
<u>Thursday, June 2 or June 23, 2022</u>	8:00 am – 24 Hours	Hospitality Royal Parlour	Reception, 30pp.	"See Special Concessions"
<u>Friday, June 3 or June 24, 2022</u>	8:00 am – 24 Hours	Hospitality Royal Parlour	Reception, 30pp.	"See Special Concessions"

If the Chateau Lacombe is in consideration as a host hotel, the following SPECIAL CONCESSIONS (based on 75% guestroom pickup) will apply:

- 1 Complimentary Royal Parlour for the Duration of the Event for a Hospitality room. VALUE: \$1,500
- 1 Complimentary Royal Suite for President. VALUE: \$750
- 2 Complimentary Concierge Executive Suites for the CHF Manager and Meeting Manager. VALUE: \$1,494
- 2 Complimentary Concierge Executive Suite Upgrades at Standard rate. VALUE: \$540
- 10 Complimentary Concierge King Upgrades at Standard rate. VALUE: \$2,400
- 10 Standard King Guest rooms for staff at a 25% reduced rate (\$119.25 per night).
- 5 VIP Amenity Gifts for the President and CHF Manager and VIP's upon arrival. VALUE: \$125
- 10 Welcome Amenity Gifts upon arrival. VALUE: \$150

OTHER INFORMATION

- Room Rates are 10% Commissionable
- 20% allowable attrition
- 1 in 40 Complimentary Rooms Ratio – Cumulative
- Cutoff date 21 days prior to event.
- 6 Complimentary Valet Parking passes for hotel guests for the duration of the event.
- Complimentary WiFi in all Guestrooms, Meeting Space and Public Areas.
- Extended Rates: 3 days pre and post
- Underground Parking Garage with over 600 stalls
- 4:00 pm late check-out for CHF Staff.
- 30 km from Edmonton International Airport (YEG)
- 1 Block from closest light rail transit (LRT) centre



CHATEAU
LACOMBE
HOTEL

PERFORMANCE CLAUSE: If the event occurs at the Hotel and Group does not use the entire room block reserved by this contract as defined by the Guest Room Accommodations, Group agrees that Hotel may suffer damages which would be difficult to determine. Damages for lack of performance will be based on a minimum commitment of 75% of the Group's Guest Room Accommodation commitment.

To determine attrition damages, apply the following formula:

1. Determine the Group's minimum block by multiplying the total number of rooms blocked per night by 75%.
2. Determine the number of total rooms available in the Hotel for sale by subtracting complimentary and out of order rooms from total inventory.
3. Determine unsold rooms by subtracting total occupancy from total rooms available.
4. For each room night, Group will pay the amount equal to 75% (loss profit) of the Group's single confirmed group rate (**\$159.00 X 75% = \$119.25**) (plus tax, if required by applicable law) times either the number of unsold rooms in the Hotel; or the difference between Group minimum block and actual Group pick-up whichever is the lesser amount. This amount will be considered "unsold room revenue" payable to the Hotel as liquidated damages, and not a penalty, in a reasonable attempt by parties to calculate the damages suffered by Hotel for losses due to Group's breach.
5. For any day that the hotel achieves 100% occupancy or higher during the event dates, the Group will receive full credit for achievement of the contracted block for that day.

Hotel will submit to Group an Attrition invoice daily report showing the information necessary to perform the above calculations to see if a credit is due to the attrition portion of Group's obligation. Hotel agrees that after receipt of this payment it will not seek additional damages related to the sleeping room commitment provision in this Agreement from Group for not utilizing the full room block.

Lowest Rate: From the date of contract signing to group's cut-off date, the hotel guarantees that no rates via published or internet will be lower than the above group rate over the peak program dates. This does not include previously negotiated corporate, wholesale and group rates.

Reservation Crosscheck

If there is a discrepancy between the Hotel's reported pickup figures and the figures believed to be accurate by Group, Group will furnish the Hotel with a list of attendees to be compared with the Hotel's list of in-house guests over Group's dates. All rooms determined to be occupied by Group's attendees shall be credited to block for pickup and commission purposes.

Sold Out In Advance

Co-operative Housing Federation of Canada will not be responsible for any attrition damages if the HOTEL represents itself as being sold out to anyone attempting to make a reservation prior to the cut-off date and that no additional reservations will be accepted on one or more nights of the groups' in-house dates.

Additional Fees

It is agreed that this contract includes all additional fees and service charges. Co-operative Housing Federation of Canada will not pay additional fees over and above at a future date than what has been discussed and agreed to in contract.

Force Majeure

If the Contract becomes impossible to perform by either party, but not limited to, acts of God, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities (which prohibit 25% or more of the meeting delegates from attending the Co-operative Housing Federation of Canada AGM conference), or other emergencies making it illegal or impossible to provide the facilities or to hold the program, this Contract may be terminated for any one or more of such reasons by written notice from one party to the other provided that the reason for said termination is in effect in Edmonton, the immediate surrounding area and/or the closest airport (Edmonton International Airport) and is in effect within 30 days prior to the arrival of the first members of the group.



CHATEAU
LACOMBE
HOTEL

In addition to the foregoing, should there be any acts of terrorism in North America within 30 days prior to the arrival of the first members of the group which affect transportation facilities and which prohibit 25% or more of Co-operative Housing Federation of Canada representatives from attending the Hotel, this Contract may be terminated by written notice from one party to the other. All deposits will be returned to group if Force Majeure is invoked.

No Relocation: Hotel agrees to honour reservations for all attendees associated with this event and hold confirmed reservations. In the event the hotel experiences a sold out situation, the hotel agrees to notify the group's on-site manager immediately. The hotel agrees to find a way to handle the shortage of rooms without displacing any of the Group's attendees.

Quiet Enjoyment: As the Group will be the dominant presence and user of Hotel, Hotel warrants that it shall protect Group from all intrusions, conflicts and disruptions from other groups and their related activities that may be imposed on the meeting. Hotel understands that the Group will be conducting educational sessions requiring complete silence and excessive noise of any kind from other groups, their contractors or hotel staff, etc. will materially harm Group in its efforts to conduct the Meeting. Hotel will notify Group within thirty days of booking of any group that could be potentially disruptive to the Meeting and shall take every reasonable measure to avoid conflict with Group activities.

Construction and/or Remodelling: Hotel will promptly notify Group, as soon as possible and no closer than 90 days prior to event, of any construction or remodelling to be performed in Hotel over the Event Dates other than routine maintenance and Hotel will use all commercially reasonable efforts to insure that any such occurrence will not materially interfere with Group's use of Hotel. Should construction or remodelling be mutually determined by Group and Hotel to materially interfere with Group's event, Group will have the right to terminate this Agreement without liability with written notice to Hotel as long as such notice is given within 30 days of Group's receipt of notice of such construction or remodelling. In the event of any material interference, Hotel shall assist in locating alternate Hotel and Convention accommodations at comparable or better facilities at a comparable price, wherever possible and Hotel's General Manager will assess compensation with the group. Should another facility not be available, or construction has interfered with the progress of the Group's program, Hotel's General Manager will assess compensation with the group.

Construction: Hotel will agree to not schedule any major construction or remodeling to occur in the Hotel over the Event Dates, other than routine maintenance or emergency maintenance and repair.

Cancellation of Commitment: Notwithstanding anything in the Agreement to the contrary, if a collective agreement between the Hotel and a bargaining unit of hotel employees has expired and has not been renewed at least 60 days prior to the commencement of the event, the Group may cancel this commitment by giving written notice of cancellation to the Hotel. In the event of such cancellation, neither the Group or its members shall have any future obligation under this Agreement, and any deposits or other payments made to the Hotel by the Group or its members to reserve rooms or other space for use, and/or for services to be provided, shall promptly be refunded to the Group or its members. This Section shall supersede all other provisions of this Agreement.

Notification of Labour Dispute: The Hotel agrees to notify Group immediately after it becomes aware of any strike or lockout involving the Hotel and its employees including upon the expiration of a negotiated labour contract. If in a strike position and there are demonstrations on the property or grounds, the Hotel will provide appropriate security for the group. In the event of a strike prior to Group's arrival, Group will not be held under the agreed attrition clause.

Change in Management:

Hotel shall notify Group of a change in Hotel's management company, or a change in Hotel's brand or franchise affiliation not later than fourteen (14) days after such occurrence. Should change occur, the Group shall have the right to terminate Agreement without liability upon written notice to The Hotel. If Group selects to terminate Agreement under the provisions of this section, The Hotel shall immediately refund to the Group any and all sums or deposits paid by the Group to The Hotel under this Agreement.



CHATEAU
LACOMBE
HOTEL

INDEMNIFICATION

Co-operative Housing Federation of Canada shall indemnify and hold HOTEL forever harmless from, and against, any and all direct damages including, but not limited to, personal injury, property damage, loss, liability or claim of liability, expenses, fines and penalties including reasonable legal fees caused by any negligence or wilful misconduct of Co-operative Housing Federation of Canada, except to the extent and percentage attributable to the hotel's negligence.

HOTEL shall indemnify and hold Co-operative Housing Federation of Canada its affiliates, officers, directors, employees, agents and representatives forever harmless from and against, any and all direct damages, including but not limited to, personal injury, property damage, loss, liability or claim of liability, expenses, fines and penalties including reasonable legal fees caused by any negligence or wilful misconduct by HOTEL, its agents, employees or representatives, except to the extent and percentage attributable to Co-operative Housing Federation of Canada's negligence.

Re-sell Clause

If Group pays the cancellation damages as provided in this Contract at the time of cancellation, Hotel will provide a refund to Group proportionate to the amount of damages paid, to the extent that hotel is able to resell all or part of the cancelled sleeping rooms and/or, food and beverage events. For purposes of this paragraph, sleeping rooms will be considered "resold" to the extent that the hotel is able to sell more sleeping rooms on any night than it could have sold if Group had fully occupied its reserved block. The resale refund will equal the average daily rate received by the hotel for the nights on which rooms are resold times the number of rooms resold, times the damage percentage paid by group. Food and beverage events will be considered "resold" to the extent that Hotel holds a food and beverage event that it could not have held if Group had not cancelled its event. The refund will be equal to the revenue actually received from the replacement event(s) times the damage percentage paid by Group.

Re-booking Clause

If the cancellation damages set forth above are paid with notice of cancellation, the hotel agrees that 50% of the damages paid will be applied as a credit toward the Master Account of a replacement meeting booked, actualized and paid for by your group no later than one (2) year from the date of cancellation. This credit may be applied only to group events and is based upon date and rate availability at the hotel. Any unused credit will be retained by the hotel. If the replacement meeting is cancelled, Group will pay cancellation damages pursuant to the applicable contract and the credit provided in this paragraph will be retained by Hotel.

Secure Booking

Upon signature of this agreement, *the hotel recognizes this group as confirmed at the hotel* and will not relocate this group in order to secure another group.

Commission: A placement fee of 10 percent, based on actual room revenue consumed, is to be paid by the property to The Howes Group. The Howes Group is acting with full consent and the client is aware of the placement fee. The hotel further agrees that the placement fee for the booking of this meeting is non-cancelable and non-transferable to any other party. The hotel guarantees The Howes Group has negotiated the lowest and most competitive rate available. The guest room rate is not increased due to the involvement of The Howes Group.

Conflict Avoidance

The Hotel shall avoid booking guest room blocks, hospitality suites, and function space over the period of the Event on behalf of any organization with an interest in real estate or real estate appraisal, exhibitors/sponsors approved by the Groups, or whose simultaneous presence in the Hotel during the Event dates may embarrass the Groups. All ancillary or affiliate groups to the Groups must have the express approval of the Groups' meeting management prior to booking subgroup activities.



CHATEAU
LACOMBE
HOTEL

Unavailability of the Convention Centre

This contract is contingent upon the Shaw Conference Centre being available for Group's use over the meeting dates. If the convention centre is not available to provide facilities to Group, then Group may terminate this contract without liability if Group gives written notice to hotel within 90 business days after of notification to Group of non-availability of the Shaw Conference Centre.

We appreciated your interest in the Chateau Lacombe Hotel. If there is anything we can do to influence the decision in our favour we would welcome the opportunity to discuss further.

Have a Memorable Day,
Sherri Schurer

Sherri Schurer | Sales Manager
Chateau Lacombe Hotel | 10111 Bellamy Hill, Edmonton, AB T5J 1N7
Direct Line: **780-420-8363**
Direct Fax: (780) 420-8379
sschurer@chateaulacombe.com





CHATEAU
LACOMBE
HOTEL

Chateau Lacombe Environmental Practices 4 Green Keys Rating

- Property recycling program for guests: Blue bins, as well as internal recycling system for bottles, paper, cardboard.
- Active Environmental Committee
- Purchasing recycled paper products
- Recycle toners and cartridges/batteries.
- Discarded grease from kitchen is recycled.
- Use local suppliers for food items for our menus in restaurants and Banquets.
- Water conservation through the towel program (option for guests to reuse towels, bedding)
- Water conserving high efficiency shower heads.
- All of our cleaning products are now organic (Avmor).
- We use pourers for cream and portions of butter (rather than individually packaged) in our banquet facilities. As well as water in jugs opposed to bottles.
- Our banquet facilities use reusable items such as cloth, glass, ceramic etc. rather than disposable items such as paper and plastic.
- Blue bins provided at all meetings and conferences and guest rooms.
- Computers on network that enable employees to share information.
- Member of eCycle Solutions Inc.; Electronic recycling program
- Vegetarian options on all menus.
- Natural lighting in restaurant, lounge, 2 meeting rooms.
- Composting started in February 2009.
- All our guestrooms now feature compact fluorescent bulbs.
- Sugar based to go packaging.
- We partner with the Friendship Centre and supply food/amenities to those in need. We supply food for approximately 2400 people a year.
- Take part in a various number of community affairs; Breast Cancer Awareness, Women's Emergency Shelter etc. Capital City Cleanup.
- Mattresses supplied by Simmons who has a zero waste policy and participates in national recycling programs for fabric, wood, foam and steel.
- Use Vinegar instead of chemicals to clean work stations.
- Solar film on windows. That decreases the amount energy use to heat and cool our promenade.
- Guest Towels and Bath tissue made from recycled materials.
- Hotel uses Mother Earth Essentials for our hotel amenities. This is a local and Environmentally Friendly company and their line is packaged in Canadian-made state-of-the-art recyclable (non-virgin) plastics that biodegrade in 2 years as opposed to traditional plastics that take 1000 years to return to the earth.
- Staff member makes bars of soap from our recycling program of used guest room soaps which we donate to a senior society. They also pick up all of our used shampoos, lotions etc. from our guest rooms.
- Lost and Found and all discard linens are donated to the Bissel Center.
- Certified organic fair trade coffee
- Scored the highest for our Green initiatives by the ICLEI World Congress who visited Edmonton in June 2009. ICLEI is made up of Local Governments; it is a global network of 1100 cities working on sustainable development.

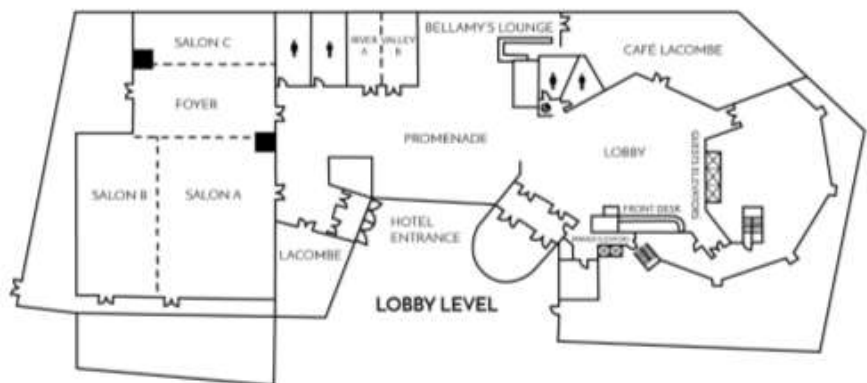
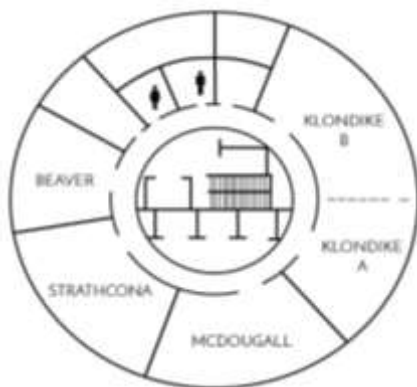


MEETINGS & SPECIAL EVENTS

Offering 14,000 square feet of meeting and banquet space and home to the second largest ballroom in downtown Edmonton, our facilities offer options for every occasion. Whether you need a beautiful location for your special day, or a relaxed, upscale environment for your next meeting or presentation, we have the room for you. For a memorable and successful meeting or event, at the Chateau Lacombe, our main focus is you.

LOBBY LEVEL	DIMENSIONS	SQUARE FEET	CEILING HEIGHT	CLASSROOM	THEATRE	U-SHAPE HOLLOW SQ.	BOARDROOM	RECEPTION	BANQUET	DANCE FLOOR
Alberta Ballroom Salons A, B, C & Foyer	----	8786	14	570	1000	n/a	n/a	1000	550	33 x 42
Salons A & B	79 x 74	5846	14	340	700	n/a	n/a	760	340	33 x 42
Salon A	49 x 74	3626	14	215	500	110	80	450	250	33 x 31
Salon B	29 x 74	2146	14	135	280	100	65	270	150	n/a
Salon C	19 x 60	1140	9	60	100	45	32	120	60	n/a
Foyer	30 x 60	1800	9	100	200	45	40	200	n/a	n/a
Salon C & Foyer	60 x 44	2940	9	125	300	n/a	n/a	330	175	n/a
Lacombe	19 x 60	1140	9	50	100	45	40	120	64	n/a
River Valley A & B	30 x 30	900	9	32	60	25	24	80	40	n/a
River Valley A	15 x 30	450	9	18	30	n/a	12	45	20	n/a
River Valley B	15 x 30	450	9	18	30	n/a	12	45	20	n/a
THIRD FLOOR										
Klondike A & B	22 x 73	1560	9	70	100	48	44	180	100	12 x 16
Klondike A	22 x 36	780	9	32	50	24	22	85	40	n/a
Klondike B	22 x 36	780	9	32	50	24	22	85	40	n/a
McDougall	22 x 36	780	9	32	50	24	22	85	40	n/a
Strathcona	22 x 36	780	9	32	50	24	22	85	40	n/a
Beaver	22 x 23	520	9	n/a	n/a	n/a	10	n/a	n/a	n/a
Boardroom	14 x 14	196	9	n/a	n/a	n/a	8	n/a	n/a	n/a

THIRD FLOOR



10155 105th St, Edmonton, AB T5J 1E2

Telephone: 780.423.4811

Fax: 780.423.3204

coasthotels.com

GROUP ACCOMMODATION PROPOSAL

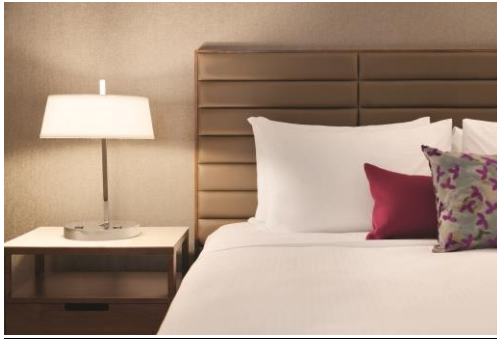
July 18, 2017

Ms. Brenda Howes, CEO
The Howes Group
1182 Willow Brook Way
Manotick ON K4M 1B6

RE: May/June 2022 Co-operative Housing Federation of Canada

Thank you for considering the Coast Edmonton Plaza Hotel to welcome your client's delegates. Our downtown Edmonton hotel boasts 300 newly renovated guest rooms.

The hotel offers complimentary downtown shuttles within a 3 KM radius of the hotel including City Centre Mall and the Shaw Conference Centre during business hours Monday to Friday.



GUEST ROOMS:

The Coast Edmonton Plaza Hotel's renovated guest rooms provide a 55" LCD TVs, complimentary Starbucks coffee, Tazo teas, mini fridge, **free WiFi**, triple-sheeted bedding, slippers and heated TOTO toilets with washlets!

Room Category	May 30 or June 20	May 31 or June 21	June 1 or June 23	June 2 or June 24	June 3 or June 25	June 4 or June 26
Run of House	10	30	80 - 100	80 - 100	80 - 100	45

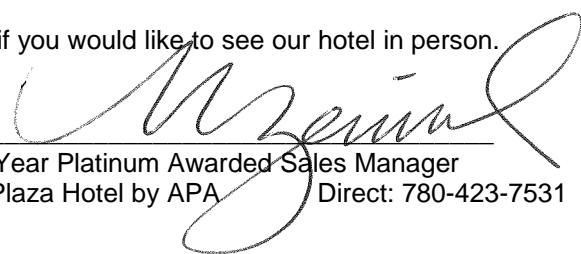
2018 Rates	Single or Double Rate
1 King or 2 Queen Beds	\$179
1 King Bedroom Premium Junior Suite	\$249

Rates quoted are for 2018. 2022 room rate will be confirmed one year prior to arrival and will be valid 3 days pre and post conference. Expect an increase of 3 – 5% per annum. Rates quoted are 10% commissionable in Canadian funds and are subject to 5% GST, 3% Destination Marketing Fee and 4% Provincial Levy (12.27% total taxes).

Parking is available in our attached secured hotel parkade at an additional cost.

Please contact me if you would like to see our hotel in person.

Sincerely,



Monica Zeniuk, 7 Year Platinum Awarded Sales Manager
Coast Edmonton Plaza Hotel by APA

Direct: 780-423-7531 m.zeniuk@coasthotels.com

ncial





COURTYARD®
Marriott.

Thank you for considering the Courtyard by Marriott Edmonton Downtown as a host hotel for the CHF AGM 2022, I am pleased to send you our proposal.

I welcome the opportunity for you and your delegates to experience the new state-of-the-art lobby at the Courtyard by Marriott Edmonton Downtown, Edmonton's foremost business-class hotel, specializing in casual riverside luxury. Our hotel features 177 tastefully appointed, newly renovated guestrooms with free Wi-Fi and a mini-fridge for your convenience. Panoramic views of the river valley and our downtown business district add to the excitement of this magnificent Edmonton hotel. Our award winning patio provides a relaxing atmosphere with breath taking views of Edmonton's river valley. An excellent choice among Edmonton restaurants, our Riverside Bistro serves delicious breakfast, lunch and dinner.

Our Meeting Rooms offer a spectacular view of the river valley with floor-to-ceiling windows. Facilitating groups of 2 - 120 people, our Meeting Rooms are designed to ensure that every need is met. This Edmonton hotel is conveniently located next to Shaw Conference Centre and other Edmonton attractions. Among Edmonton hotels and meeting facilities the newly renovated Courtyard by Marriott Edmonton Downtown stands above the rest!

Below is the room block and rates we would extend to your event for the indicated dates:
May 30th to June 5th 2022 (Alternate Dates Available)

	Mon 05/30	Tue 05/31	Wed 06/01	Thu 06/02	Fri 06/03	Sat 06/04
Run of House (TOTAL)	20	60	150	150	150	90
Queen Double Standard						
General King						
River View two Queen Beds						

Room	Single Rate	Double Rate
Run of House	\$229.00	\$229.00
Queen Double Standard	\$229.00	\$229.00
General King	\$229.00	\$229.00
River View two Queen Beds	\$229.00	\$229.00

- The above mentioned commissionable rates are confirmed in the current year (2022).
- Room rates are 10% commissionable.

Function Information Agenda

We are not currently holding any meeting space for your event. If this proposal meets with your approval, and you would like to confirm acceptance of this offer, please contact me and I will forward a formal agreement to you.

Sincerely,

Dounia Fikri & Ajinkya Abhyankar
Director of Sales & Catering Sales Manager
Courtyard by Marriott Edmonton
99th & Jasper Ave, Edmonton AB, T5J 2E7
Direct Line: 780.945.4732/ 4746
Facsimile: 780.945.4731
Email: Dounia.fikri@concordhotels.com & ajinkya.abhyankar@concordhotels.com

Courtyard by Marriott Edmonton Features:

- Convenient downtown location, within walking distance of:
 - Edmonton City Centre Mall and Movie Theatres
 - River Valley trail system for walking, jogging or biking
 - LRT (Subway) System, connecting you to Commonwealth Stadium and Edmonton's all-purpose sports and events arena, Rexall Place
 - The Citadel Theatre
 - Win spear Centre
 - Canada Place Federal Government Building

- ¼ of a block from the SHAW Conference Centre.
- The Courtyard by Marriott finished a 100% renovation in March 2012 with all Guest rooms, Meeting rooms and public areas being done. Guest rooms include mini fridges, 32" Flat screen T.V.s, On-Command Movies, iron and ironing board, complimentary coffee & tea.
- 24-hour Fitness Centre
- Heated Underground Valet Parking
- 24-hour Business Centre with complimentary High-Speed Internet
- Full Service breakfast, lunch and dinner is served in the hotel's restaurant, the Riverside Bistro with views of Edmonton's spectacular River Valley
- The Riverside Bistro's award winning patio has an unobstructed view of Edmonton's River Valley



FAIRMONT HOTEL MACDONALD

CHF AGM
2022



RE: CHF AGM 2022
Co-operative Housing Federation of Canada



Fairmont Hotel Macdonald – 10065 100 Street
Edmonton, Alberta

Telephone +1 780 424 5181
fairmont.com/macdonald-edmonton



~~BRENDA HOWES~~

July 27, 2017

1182 WILLOW BROOK WAY
MANOTICK K4M 1B6
PHONE: +1 (613) 692-2514
EMAIL: BRENDA@THEHOWESGROUP.COM

Dear Brenda,

Thank you for your interest in the historic Fairmont Hotel Macdonald. We are delighted that you are interested in hosting the CHF AGM guestroom block at our hotel in June 2022. I am confident that with our excellent service and grand surrounds we will exceed your client's expectations for this exciting program. I look forward to working with you in making this event a success, not only for Fairmont Hotel Macdonald but for the City of Edmonton.

It is my pleasure to recap the specifics of your event for your review. **Please note that space is currently not being held.**

CONFIDENTIALITY AGREEMENT

It is understood and agreed to that the content contained within this proposal is deemed confidential information and may provide certain information that is and must be kept confidential. To ensure the protection of such information and to preserve any confidentiality necessary it is agreed that:

1. The Confidential Information to be disclosed can be described as and includes:

All information within the proposal including but not limited to: Function Room Space Rentals, Guestroom Rates, Concessions, and/or Menu prices or other hotel service pricing or inclusions that are deemed competitive information regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.

2. The Recipient agrees not to disclose the confidential information obtained from the proposal to anyone outside of the receiving parties company, business or association without written approval by the hotel; especially to competing hotels, accommodation services and/or venues.

3. Any addition or modification to this proposal must be made in writing or with the approval of the hotel or hotel representative.

By accepting this proposal, the recipient lawfully agrees to all of the above.



BRENDA HOWES

July 27, 2017

1182 WILLOW BROOK WAY

MANOTICK K4M 1B6

PHONE: +1 (613) 692-2514

EMAIL: BRENDA@THEHOWESGROUP.COM

GUESTROOMS/SUITES

We are pleased to offer the following guestroom block on a first option basis:

05-30-2022 TO 06-04-2022

*** Alternate Dates Available**

Room Type	Monday 05-30-22	Tuesday 05-31-22	Wednesday 06-01-22	Thursday 06-02-22	Friday 06-03-22	Saturday 06-04-22
Fairmont	2	4	35	35	35	7
Fairmont View	-	2	10	10	9	3
Deluxe	2	5	35	35	34	7
Deluxe View	1	4	28	28	27	6
Total	5	15	108	108	105	23

Total Room Nights: 364

We would offer the allowance to reduce your guestroom block by 10% up until 60 days prior to arrival.

GUESTROOMS AND SUITE RATES

We are pleased to offer and confirm the following guestroom rates as outlined below:

05-27-2022 TO 06-08-2022

<u>Room Category</u>	<u>Single/Double Rate</u>
Fairmont	\$249.00
Fairmont View	\$249.00
Deluxe	\$249.00
Deluxe View	\$279.00
Fairmont Gold King	\$399.00
Fairmont Gold River View	\$449.00
One Bedroom Suite	\$499.00
Fairmont Gold Executive Suite	\$649.00

The above rates are **10% commissionable to The Howes Group** and are subject to hotel occupancy tax, currently 5% and an additional 4% Tourism Levy and 3% DMF.

The room rates reflect the European Plan (EP) (accommodations only, no meals).





BRENDA HOWES

July 27, 2017

1182 WILLOW BROOK WAY

MANOTICK K4M 1B6

PHONE: +1 (613) 692-2514

EMAIL: BRENDA@THEHOWESGROUP.COM

CONCESSIONS

- We are pleased to offer complimentary room upgrades from Fairmont to Fairmont View and Deluxe on a run of house basis
- Rates confirmed and commissionable for 2021
- One (1) complimentary room per forty (40) rooms booked cumulatively, credited to the master account at the group rate
- Complimentary guestroom WIFI
- One (1) complimentary One Bedroom Suite for the President for the duration of the program
- One (1) complimentary room upgrade from Fairmont to a One Bedroom Suite for the Meeting Planner for the duration of the program
- One (1) complimentary Welcome Amenity of the hotel's choice for the President
- Five (5) discounted staff room at 25% off the group rate of \$249.00++ for a maximum of 6 nights
- 21 day cut-off date
- Group room rate available three (3) days pre and post the event dates, based on hotel availability
- Complimentary 4:00pm late check out for 5 CHF staff discounted rooms, upon availability
- Complimentary guestroom internet for Fairmont President's Club Members (Complimentary to join at www.fairmont.com/fpc)
- Complimentary newspaper delivery to the guestrooms for Fairmont President's Club Members.



BRENDA HOWES

July 27, 2017

~~1182 WILLOW BROOK WAY~~

MANOTICK K4M 1B6

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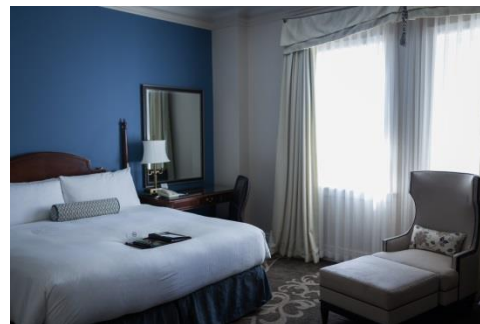
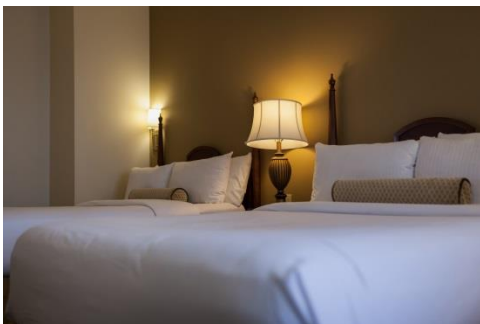
EMAIL: BRENDA@THEHOWESGROUP.COM

GUESTROOM DESCRIPTIONS

Fairmont Hotel Macdonald is investing \$3.5 million dollars in the renovation of our guestrooms, by adding a Fairmont Gold Floor; opened on June 10, 2016. The Guestrooms boast an upscale and exclusive feel applying modern décor, furniture and amenities that complement the hotel's classic architecture. All guestrooms are equipped with new flat televisions, coffee makers and chandeliers.

Please note that of our 198 guest rooms, we have 32 Gold Floor Rooms.

- **Fairmont Rooms:** Comfortable and elegantly furnished with traditional decor, the Fairmont Room's warm atmosphere and beautiful city skyline view is the best retreat in Edmonton.
- **Fairmont View Rooms:** Enjoy the view of the spectacular North Saskatchewan River Valley - the largest urban parkway in North America - from your luxuriously appointed Fairmont View Room. These charming, Wireless High Speed Internet Access (WIFI) rooms are furnished with traditional decor and ensure a warm atmosphere to complete your stay.
- **Deluxe Rooms:** Deluxe Rooms, located on floors 2 through 5, offer a spacious and luxurious haven of tranquility. Deluxe Rooms also feature a sitting area.
- **Deluxe View Rooms:** These charming rooms, located on floors 3 to 5, are furnished with traditional decor and offer a warm atmosphere with sitting area. Also featured - Wireless High Speed Internet Access (WIFI) (complimentary to Fairmont President's Club members).
- **Signature Rooms:** The Signature Rooms are beautifully appointed with a historical theme and spectacular views of the North Saskatchewan River Valley. These guestrooms include complimentary buffet breakfast in The Harvest Room for adult occupants of the room. The Signature room is the recommended choice for the discerning business traveler.





BRENDA HOWES

July 27, 2017

~~1182 WILLOW BROOK WAY~~

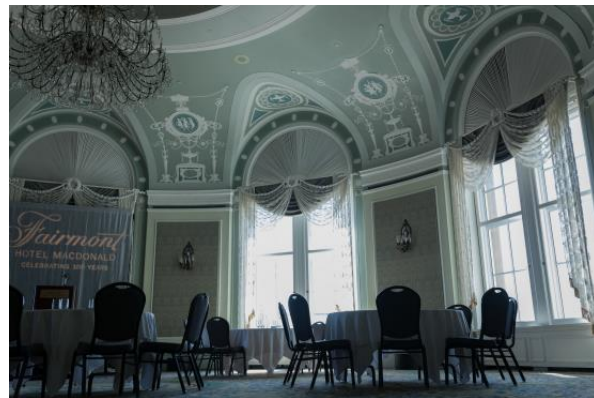
MANOTICK K4M 1B6

PHONE: +1 (613) 692-2514

EMAIL: BRENDA@THEHOWESGROUP.COM

MEETING SPACE

Fairmont Hotel Macdonald offers convention facilities for anything from 10 to 350 delegates. Featuring 10,000 square feet of flexible function space that includes everything from stylish boardrooms to magnificent ballrooms, Fairmont Hotel Macdonald sets the standard for Edmonton hotel meeting venues. State-of-the-art facilities and on-the-spot office amenities mean your business meeting in Edmonton will be conducted in effortless style, while members of our Sales and Catering team are on hand to plan every detail, every step of the way.



OTHER INFORMATION

LOCATION & ACTIVITIES

Standing high on the bank overlooking the North Saskatchewan River Valley, Fairmont Hotel Macdonald's charm and classic elegance have made it Edmonton's place for every occasion since 1915. Our distinctive guestrooms are well-appointed with state-of-the-art amenities, while the elegant meeting rooms offer the perfect venue for large or small groups. Fairmont Hotel Macdonald offers exquisite dining options to tempt your palate. Stroll through the splendid gardens or visit our well-equipped Macdonald Health Club for a workout.

A stay at the Chateau on the River offers easy walking access to many of the wonderful sites and experiences Edmonton has to offer.

HEALTH & BEAUTY

Fitness Centre and Spa: Located on the Lower Level, the Fitness Centre and Spa offers a luxurious, comfortable environment for exercise and spa. Newly renovated, "The Macdonald Health Club" has everything that a world class facility provides.

Featuring a saline pool, whirlpool, sauna, steam room, squash court, fully equipped gym, full amenity change rooms as well as massage services.

Use of "The Macdonald Health Club" is complimentary for registered hotel guests. Private memberships and drop-in visits are available for a fee.





BRENDA HOWES

July 27, 2017

1182 WILLOW BROOK WAY

MANOTICK K4M 1B6

PHONE: +1 (613) 692-2514

EMAIL: BRENDA@THEHOWESGROUP.COM

A LASTING LEGACY

Fairmont Hotel Macdonald is Edmonton's landmark, 4 diamond luxury hotel and has been the setting of the city's finest events and an iconic fixture of Edmonton's skyline since July 5th, 1915. Celebrating its 100th year in 2015, Fairmont Hotel Macdonald has been setting the bar for hotel excellence in Edmonton for 100 years and poised to raise it as we enter the next 100.

MISCELLANEOUS INFORMATION

18% Service charge, 5% Sales Tax

Porterage is currently \$4.00 per bag per trip

Edmonton International Airport (YEG) is 18 miles from the hotel and takes approximately 30 - 45 minutes. A taxi transfer is approximately \$50.00 and a shuttle is \$18.00

Check-in time is 3:00PM and check-out time is 12:00PM

High speed Internet access is available in all guestrooms and meeting rooms for an additional charge of \$14.65/24 hours.

AWARDS & RECOGNITION

AAA Four-Diamond Award

Tripadvisor Traveler's Choice Award

Top Tripadvisor Ratings among Downtown Full Service Hotels.

Meetings & Conventions' Green 4 Key Award

Edmonton Journal's People Choice Award

Alberta Hotel and Lodging Association Housekeeping Award

Best in Business Social Media Award

Where Magazine and EnRoute Top Patio Award



BRENDA HOWES

July 27, 2017

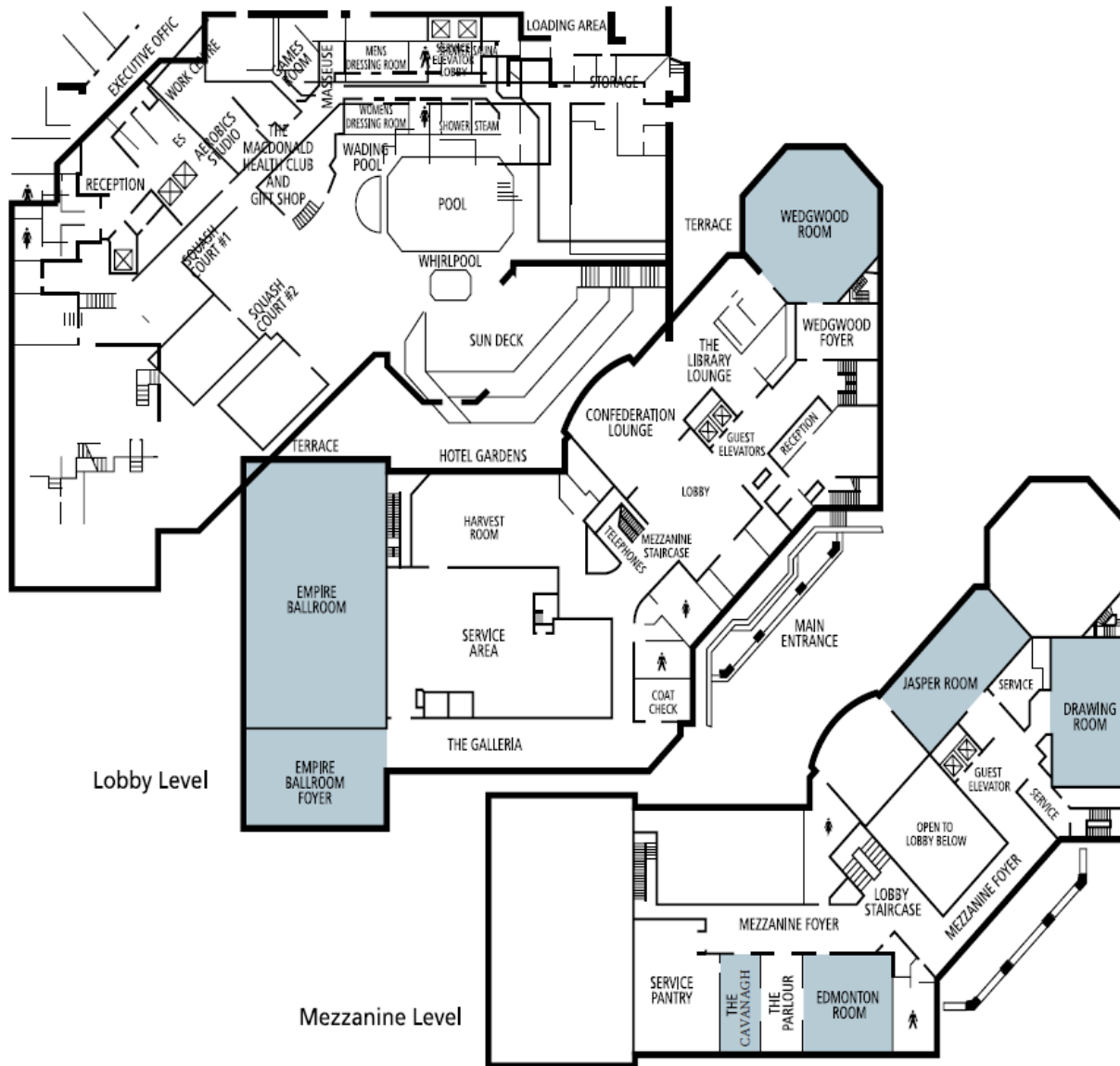
1182 WILLOW BROOK WAY

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EMAIL: BRENDA@THEHOWESGROUP.COM

FLOORPLAN





BRENDA HOWES

July 27, 2017

1182 WILLOW BROOK WAY

MANOTICK K4M 1B6

PHONE: +1 (613) 692-2514

EMAIL: BRENDA@THEHOWESGROUP.COM

FUNCTION ROOM CAPACITY CHART

ROOMS	OVERALL DIMENSIONS		SQUARE		HEIGHT		BOARDROOM	CLASSROOM	THEATER	U-SHAPE	RECEPTION	ROUNDS X 10	EXHIBITS (8 X 10)
	FEET	METERS	FEET	METERS	FEET	METERS							
Empire Ballroom	46' x 79'	13.8 x 23.7	3600	334	21'	6.3	-	200	350	-	350	250	14
Empire Ballroom Foyer	28' x 50'	8.4 x 15	1400	130	13'	3.9	-	-	-	-	150	-	2
Empire Ballroom Terrace*	45' x 62'	13.6 x 18.8	2790	259	-	-	-	-	-	-	175	-	-
Wedgwood Room	45' dia.	13.5 dia.	1500	139	20'	6	40	70	160	32	150	110	7
Wedgwood Room Foyer	14' x 27'	4.2 x 8.1	380	35	10'	3	-	-	-	-	-	-	-
Jasper Room	23' x 49'	6.9 x 14.7	1120	104	10'	3	30	40	80	25	75	60	5
Drawing Room	24' x 45'	7.2 x 13.5	1080	100	10'	3	30	50	90	30	75	60	5
Edmonton Room	27' x 30'	8.1 x 9	810	75	10'	3	20	30	50	20	50	40	3
The Cavanagh Room	14' x 27'	4.2 x 8.1	380	35	10'	3	15	-	20	-	20	15	-
The Parlour	14' x 22'	4.2 x 8	308	29	10'	3	-	-	-	-	20	-	-
Gazebo*	18' dia.	5.49 dia.	254	77.5	10'	3	12	15	40	12	50	30	-

*Seasonal

WE LOOK FORWARD TO WELCOMING YOU!

Brenda, please do not hesitate to contact me directly, if you require any further information. You may reach me at 780-429-6429 or leanne.ward@fairmont.com.

Sincerely,
Leanne Ward
Sales Manager



CLAUSES TO ADD

PERFORMANCE CLAUSE: If the event occurs at the Fairmont Hotel Macdonald and Group does not use the entire room block reserved by this contract as defined by the Guest Room Accommodations, Group agrees that Fairmont Hotel Macdonald may suffer damages which would be difficult to determine. Damages for lack of performance will be based on a minimum commitment of ~~70%~~ **90%** of the Group's Guest Room Accommodation commitment.

To determine attrition damages, apply the following formula:

1. Determine the Group's minimum block by multiplying the total number of rooms blocked **364 room nights** by ~~70%~~ **90%**.
2. Determine the number of total rooms available in the Fairmont Hotel Macdonald for sale by subtracting complimentary and out of order rooms from total inventory.
3. Determine unsold rooms by subtracting total occupancy from total rooms available.
4. For each room night, Group will pay the amount equal to 70% (loss profit) of the Group's single confirmed group rate (**\$256.75 avg. rate**) (plus tax, if required by applicable law) times either the number of unsold rooms in the Fairmont Hotel Macdonald; or the difference between Group minimum block and actual Group pick-up whichever is the lesser amount. This amount will be considered "unsold room revenue" payable to the Fairmont Hotel Macdonald as liquidated damages, and not a penalty, in a reasonable attempt by parties to calculate the damages suffered by Fairmont Hotel Macdonald for losses due to Group's breach.
5. For any day that the Fairmont Hotel Macdonald achieves 95% occupancy or higher **with an average daily rate above contracted rate** during the event dates, the Group will receive full credit for achievement of the contracted block for that day.

At the request of Group, Fairmont Hotel Macdonald will submit to Group a copy of the Fairmont Hotel Macdonald's city ledger or daily report showing the information necessary to perform the above calculations to see if a credit is due to the attrition portion of Group's obligation. Fairmont Hotel Macdonald agrees that after receipt of this payment it will not seek additional damages related to the sleeping room commitment provision in this Agreement from Group for not utilizing the full room block.

Lowest Rate: From the date of contract signing to group's cut-off date, the Fairmont Hotel Macdonald guarantees that no rates via published or internet will be lower than the above group rate over the peak program dates. This does not include previously negotiated corporate, wholesale and group rates.

Reservation Crosscheck

If there is a discrepancy between the Fairmont Hotel Macdonald's reported pickup figures and the figures believed to be accurate by Group, Group will furnish the Fairmont Hotel Macdonald with a list of attendees to be compared with the Fairmont Hotel Macdonald's list of in-house

guests over Group's dates. All rooms determined to be occupied by Group's attendees shall be credited to block for pickup and commission purposes.

Sold Out In Advance

CHF - CO-OPERATIVE HOUSING FEDERATION OF CANADA will not be responsible for any attrition damages if the FAIRMONT HOTEL MACDONALD represents itself as being sold out to anyone attempting to make a reservation prior to the cut-off date and that no additional reservations will be accepted on one or more nights of the groups' in-house dates.

Mutual Cancellation Clause – draft pending

Room Setup ~~N/A~~

~~The following will be provided as part of the meeting room rental:~~

- ~~• one room set up per day~~
- ~~• includes one podium per meeting room~~
- ~~• includes water stations~~
- ~~• includes 1 easel per meeting room~~
- ~~• the furniture per room is per the marketing material specifications (ie., we won't be charged if the Centre has to rent classroom tables to fill our set-up requirements) – exhibit space is not expected to be included in this~~

Additional Fees

It is agreed that this contract includes all additional fees and service charges. CHF - CO-OPERATIVE HOUSING FEDERATION OF CANADA will not pay additional fees over and above at a future date than what has been discussed and agreed to in contract.

No Patch Fee ~~N/A~~

~~The Fairmont Hotel Macdonald will not charge the Group AV patch fees or any other penalty fees should the Group decide to use an outside AV supplier.~~

Contracted Vendors ~~N/A~~

~~The Group may use its own vendors for these services provided that the Group's proposed vendors meet minimum standards established by the Fairmont Hotel Macdonald, including insurance and indemnification requirements.~~

Force Majeure

If the Contract becomes impossible to perform by either party, but not limited to, acts of God, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities (which prohibit 25% or more of the meeting delegates from attending the CHF - CO-OPERATIVE HOUSING FEDERATION OF CANADA conference), or other emergencies making it illegal or impossible to provide the facilities or to hold the program, this Contract may be terminated for any one or more of such reasons by written notice from one party to the other

provided that the reason for said termination is in effect in **Edmonton, Downtown** the immediate surrounding area and/or the closest airport **Edmonton International Airport (YEG)** and is in effect within 30 days prior to the arrival of the first members of the group.

In addition to the foregoing, should there be any acts of terrorism in North America within 30 days prior to the arrival of the first members of the group which affect transportation facilities and which prohibit 25% or more of CHF - CO-OPERATIVE HOUSING FEDERATION OF CANADA representatives from attending the Fairmont Hotel Macdonald, this Contract may be terminated by written notice from one party to the other.

All deposits will be returned to group if Force Majeure is invoked.

No Relocation: Fairmont Hotel Macdonald agrees to honour reservations for all attendees associated with this event and hold confirmed reservations. In the event the Fairmont Hotel Macdonald experiences a sold out situation, the Fairmont Hotel Macdonald agrees to notify the group's on-site manager immediately. The Fairmont Hotel Macdonald agrees to find a way to handle the shortage of rooms without displacing any of the Group's attendees.

Quiet Enjoyment: N/A

~~As the Group will be the dominant presence and user of Fairmont Hotel Macdonald, Fairmont Hotel Macdonald warrants that it shall protect Group from all intrusions, conflicts and disruptions from other groups and their related activities that may be imposed on the meeting. Fairmont Hotel Macdonald understands that the Group will be conducting educational sessions requiring complete silence and excessive noise of any kind from other groups, their contractors or Fairmont Hotel Macdonald staff, etc. will materially harm Group in its efforts to conduct the Meeting. Fairmont Hotel Macdonald will notify Group within thirty days of booking of any group that could be potentially disruptive to the Meeting and shall take every reasonable measure to avoid conflict with Group activities.~~

~~**Construction and/or Remodelling:** Fairmont Hotel Macdonald will promptly notify Group, as soon as possible and no closer than 90 days prior to event, of any construction or remodelling to be performed in Fairmont Hotel Macdonald over the Event Dates other than routine maintenance and Fairmont Hotel Macdonald will use all commercially reasonable efforts to insure that any such occurrence will not materially interfere with Group's use of Fairmont Hotel Macdonald. Should construction or remodelling be mutually determined by Group and Fairmont Hotel Macdonald to materially interfere with Group's event, Group will have the right to terminate this Agreement without liability with written notice to Fairmont Hotel Macdonald as long as such notice is given within 30 days of Group's receipt of notice of such construction or remodelling. In the event of any material interference, Fairmont Hotel Macdonald shall assist in locating alternate Fairmont Hotel Macdonald and Convention accommodations at comparable or better facilities at a comparable price, wherever possible and Fairmont Hotel Macdonald's General Manager will assess compensation with the group. Should another facility not be available, or construction has interfered with the progress of the Group's program, Fairmont Hotel Macdonald's General Manager will assess compensation with the group.~~

~~**Construction:** Fairmont Hotel Macdonald will agree to not schedule any major construction or remodeling to occur in the Fairmont Hotel Macdonald over the Event Dates, other than routine maintenance or emergency maintenance and repair.~~

HOTEL CONSTRUCTION AND/OR REMODELING

We shall promptly notify you of any material construction or material remodeling to be performed in areas of the Hotel that are anticipated to be used by your group within 30 days prior to your program dates. We shall use commercially reasonable efforts to ensure that any such construction or remodeling will not materially interfere with your Group's use of the Hotel. In the event of any material interference, we shall assist in locating alternate accommodations at comparable facilities at a comparable price, wherever possible. The foregoing shall not apply to routine repairs and maintenance conducted at the Hotel from time to time.

Cancellation of Commitment: Notwithstanding anything in the Agreement to the contrary, if a collective agreement between the Fairmont Hotel Macdonald and a bargaining unit of Fairmont Hotel Macdonald employees has expired and has not been renewed at least 60 days prior to the commencement of the event, the Group may cancel this commitment by giving written notice of cancellation to the Fairmont Hotel Macdonald. In the event of such cancellation, neither the Group or its members shall have any future obligation under this Agreement, and any deposits or other payments made to the Fairmont Hotel Macdonald by the Group or its members to reserve rooms or other space for use, and/or for services to be provided, shall promptly be refunded to the Group or its members. This Section shall supersede all other provisions of this Agreement.

Notification of Labour Dispute: The Fairmont Hotel Macdonald agrees to notify Group immediately after it becomes aware of any strike or lockout involving the Fairmont Hotel Macdonald and its employees including upon the expiration of a negotiated labour contract. If in a strike position and there are demonstrations on the property or grounds, the Fairmont Hotel Macdonald will provide appropriate security for the group. In the event of a strike prior to Group's arrival, Group will not be held under the agreed attrition clause.

Change in Management:

Fairmont Hotel Macdonald shall notify Group of a change in Fairmont Hotel Macdonald's management company, or a change in Fairmont Hotel Macdonald's brand or franchise affiliation not later than fourteen (14) days after such occurrence. Should change occur, the Group shall have the right to terminate Agreement without liability upon written notice to The Fairmont Hotel Macdonald. If Group selects to terminate Agreement under the provisions of this section, The Fairmont Hotel Macdonald shall immediately refund to the Group any and all sums or deposits paid by the Group to The Fairmont Hotel Macdonald under this Agreement.

INDEMNIFICATION

You shall indemnify and hold us our parent companies, subsidiaries, affiliates, officers, directors, employees, agents and representatives forever harmless from, and against, any and all personal injury, property damage, loss, liability or claim of liability, expenses, fines and penalties including reasonable legal fees caused by any wrongful or negligent act, error or omission by you, your guests, invitees, agents, delegates or representatives, except to the extent and percentage attributable to the Fairmont Hotel Macdonald's negligence.

We shall indemnify and hold you, your parent companies, subsidiaries, affiliates, officers, directors, employees, agents and representatives forever harmless from and against, any and all personal injury, property damage, loss, liability or claim of liability, expenses, fines and penalties including reasonable legal fees caused by any wrongful or negligent act, error or omission by us, our agents, employees or representatives, except to the extent and percentage

attributable to the Group's or its guests', invitees', agents', delegates' or representatives negligence.

This indemnification provision shall survive the termination or expiration of this Contract.

.....

Alternative

CHF - CO-OPERATIVE HOUSING FEDERATION OF CANADA shall indemnify and hold FAIRMONT HOTEL MACDONALD forever harmless from, and against, any and all direct damages including, but not limited to, personal injury, property damage, loss, liability or claim of liability, expenses, fines and penalties including reasonable legal fees caused by any negligence or wilful misconduct of CHF - CO-OPERATIVE HOUSING FEDERATION OF CANADA, except to the extent and percentage attributable to the Fairmont Hotel Macdonald's negligence.

FAIRMONT HOTEL MACDONALD shall indemnify and hold CHF - CO-OPERATIVE HOUSING FEDERATION OF CANADA, its affiliates, officers, directors, employees, agents and representatives forever harmless from and against, any and all direct damages, including but not limited to, personal injury, property damage, loss, liability or claim of liability, expenses, fines and penalties including reasonable legal fees caused by any negligence or wilful misconduct by FAIRMONT HOTEL MACDONALD, its agents, employees or representatives, except to the extent and percentage attributable to CHF - CO-OPERATIVE HOUSING FEDERATION OF CANADA's negligence.

Re-sell Clause

If Group pays the cancellation damages as provided in this Contract at the time of cancellation, Fairmont Hotel Macdonald will provide a refund to Group proportionate to the amount of damages paid, to the extent that Fairmont Hotel Macdonald is able to resell all or part of the cancelled sleeping rooms and/or, food and beverage events. For purposes of this paragraph, sleeping rooms will be considered "resold" to the extent that the Fairmont Hotel Macdonald is able to sell more sleeping rooms on any night than it could have sold if Group had fully occupied its reserved block. The resale refund will equal the average daily rate received by the Fairmont Hotel Macdonald for the nights on which rooms are resold times the number of rooms resold, times the damage percentage paid by group. Food and beverage events will be considered "resold" to the extent that Fairmont Hotel Macdonald holds a food and beverage event that it could not have held if Group had not cancelled its event. The refund will be equal to the revenue actually received from the replacement event(s) times the damage percentage paid by Group

Re-booking Clause

If the cancellation damages set forth above are paid with notice of cancellation, the Fairmont Hotel Macdonald agrees that 50% of the damages paid will be applied as a credit toward the Master Account of a replacement meeting booked, actualized and paid for by your group no later than ~~two (2) year~~ **12 months** from the date of cancellation. This credit may be applied only to group events and is based upon date and rate availability at the Fairmont Hotel Macdonald. Any unused credit will be retained by the Fairmont Hotel Macdonald. If the replacement

meeting is cancelled, Group will pay cancellation damages pursuant to the applicable contract and the credit provided in this paragraph will be retained by Fairmont Hotel Macdonald.

Secure Booking

Upon signature of this agreement, *the Fairmont Hotel Macdonald recognizes this group as confirmed at the Fairmont Hotel Macdonald* and will not relocate this group in order to secure another group.

Commission: A placement fee of 10 percent, based on actual room revenue consumed, is to be paid by the property to The Howes Group. The Howes Group is acting with full consent and the CHF - Co-operative Housing Federation of Canada is aware of the placement fee. The Fairmont Hotel Macdonald further agrees that the placement fee for the booking of this meeting is non-cancelable and non-transferable to any other party. The Fairmont Hotel Macdonald guarantees The Howes Group has negotiated the lowest and most competitive rate available. The guest room rate is not increased due to the involvement of The Howes Group.

Conflict Avoidance

The Fairmont Hotel Macdonald shall avoid booking guest room blocks, hospitality suites, and function space over the period of the Event on behalf of any organization with an interest in real estate or real estate appraisal, exhibitors/sponsors approved by the Groups, or whose simultaneous presence in the Fairmont Hotel Macdonald during the Event dates may embarrass the Groups. All ancillary or affiliate groups to the Groups must have the express approval of the Groups' meeting management prior to booking subgroup activities.

Unavailability of the Convention Center

This contract is contingent upon the ~~Halifax Convention Centre~~ **Shaw Conference Centre** being available for Group's use over the meeting dates. If the convention centre is not available to provide facilities to Group, then Group may terminate this contract without liability if Group gives written notice to Fairmont Hotel Macdonald within 30 business days after of notification to Group of non-availability of the ~~Halifax Convention Centre~~ **Shaw Conference Centre**.

Force Majeure (Part 2)

In the event the Group decides to hold its meeting despite such circumstances, the Facility shall waive any fees related to a reduced-sized meeting (including any room attrition fees, function space rental, food and beverage attrition fees) and shall offer any lower room rate during the contracted dates.

If Force Majeure is in effect, deposit(s) will be returned to the Group.

~~Food and Beverage Rental Over-Performance (For Discussion...)~~ N/A

~~In the event the Group provides over the minimum food & beverage of #####, the Fairmont Hotel Macdonald will provide the following:~~

~~\$30,001 - \$34,999.00: One Coffee Break consisting of coffee, tea and snack at \$8/person for 200 attendees~~

~~\$35,000 - \$39,999.00: Two complimentary upgrades to junior suites~~

~~\$40,000 and over - 5% off total food & beverage (excluding alcohol)~~



Hyatt Place Edmonton/Downtown
9576 Jasper Avenue NW
Edmonton, AB T5H 2H7
Phone : +1 587.525.1234 ex. 5103
Fax : +1 587 523 6464
E-mail : shellee.roslund@hyatt.com
Edmontondowntown.place.hyatt.com

31 July 2017

CHF AGM

Further to your recent inquiry regarding the above group, we thank you for your interest in Hyatt Place Edmonton/Downtown

Our downtown Edmonton hotel

Hyatt Place Edmonton/Downtown features 11-stories with 255 roomy guest rooms and suites.

Our downtown Edmonton hotel will offer over 11,000 sq. ft. of meeting and events space, ideal for small or large corporate and executive meetings, conventions, training classes, group gatherings, wedding guests, social events or reunions. Our convenient location in downtown Edmonton will provide easy access to the area's best shopping and cultural favorites such as the Art Gallery of Alberta, Citadel Theatre, Francis Winspear Centre for music and the Commonwealth Stadium. Business travelers will enjoy a short walk to the Shaw Conference Centre, and Roger's Arena.

During your stay, a Host will happily assist you with < from our new Gallery Menu, Fresh 24/7, featuring our signature flatbreads, a Make It 2 option and delicious new sandwiches, greens, apps & more. Or you can enjoy specialty Starbucks® coffee, cocktails, premium beer & wine over friendly conversation at the Coffee to Cocktails bar. Also enjoy Free with your stay, the a.m. Kitchen Skillet™ always has plenty to choose from with hot breakfast items, fresh fruit and more.

This proposal serves as a quotation only. Please be advised that we are not currently holding space on your behalf. All rates contained here-in are valid until **August 15, 2017.** Should you wish to reserve space on a tentative basis we will request your advice as soon as possible to ensure availability



ACCOMMODATION ROOM BLOCK

Date	30/05/22	31/05/22	01/06/22	02/06/22	03/06/22	04/06/22
Day of The Week	Mon	Tues	Wed	Thurs	Fri	Sat
King Room	10	30	140	140	140	45
2 queen beds			40	40	40	
Staff Rooms	10	10	10	10		
Total units	20	40	190	190	180	45

ACCOMMODATION ROOM Rates

Room	Single/Double Rate
King Room	189.00
2 Queen Beds	\$199.00
Staff Rooms	\$169.00

The above room rate is:

- per room per night
- subject to all applicable taxes and fees
- only applicable for above room request and within the mentioned period
- quoted in [Canadian Dollars](#)

CONSESSIONS:

- Complimentary a.m. Kitchen Skillet™ hot buffet breakfast at the Gallery Sunroom for in house guests.
- Complimentary Wi-Fi for guest rooms and meeting space
- Discounted heated onsite parking
- 3 Complimentary upgrades to suites for VIPs
- Complimentary welcome gift upon arrival for President.

Guestroom Minimum

Hotel is relying on, and Group agrees to provide, a minimum of 80% of contracted guest room nights.

Check-in and Check-out Time

Hotel rooms are available for guest check-in after 15:00 hours. Earlier arrival requests are subject to 48 hours prior notice and subject to availability. According to the hotel's occupancy, Hyatt Place Edmonton/Downtown; reserves the right to charge one extra night for any pre-booked room.

Check-out time is 11:00 hours.



Gold Passport Planner Rewards

Hyatt is recognized throughout the world for hosting successful meetings and events. And now, there is another great reason to choose Hyatt.

Hyatt is excited to announce Hyatt Gold Passport Planner Rewards. This will be replacing the former Meeting Dividends program. With this new rewards program, planners will enjoy valuable benefits and recognition at Hyatt Hotels and Resorts, Hyatt Place and Hyatt Summerfield Suites worldwide.

Planners will earn one (1) bonus point for every eligible U.S. dollar spent (i.e., guestrooms, meeting room rental, banquets and in-house catering, etc.) on an event, up to 50,000 bonus points. Planners are able to split the points earned per qualifying meeting or event up to three ways to reward the co-workers and colleagues who helped the planner plan the event.

Confirmation and Deposit

- Non-refundable Deposit of 25% of the total group is due for payment one week after signing the contract
- 40% of the total group payment is due 180 days prior to group arrival
- 25% of the total group payment is due 90 days prior to group arrival
- 10% of the total group payment along with the group rooming list 30 days prior to group arrival

Payment

All payments should be made by Direct Bill which is subject to approval or authorized credit card.

Accommodation Allocation

Subject to the cancellation policy below, a review of the anticipated number of rooms required is to be advised by the Client at 180, 90 and 30 days prior to arrival. Final accommodation and the preliminary guest name list must be confirmed to the Hotel no later than 21 days prior to arrival. At 21 days any unallocated rooms will be considered cancelled and subject to the below cancellation fees. Furthermore, additional accommodation required is subject to availability.

Rooming List

At 30 days prior to arrival the final guest name list is required.



Cancellation Policy

In the event of cancellation, all deposits will be forfeited in addition to the following charges:

Accommodation –

Initial deposit

25% of estimated total cost paid within 07 days of signing the group contract is non-refundable

180 days prior to arrival:

Full cancellation fees apply for all room nights cancelled within 14 days of arrival.

No Show Policy

In Case of No Show the hotel reserves the right to charge 100% of full stay

Contract

A contract including terms, conditions and payment procedures will be sent to you, subject to your written confirmation.

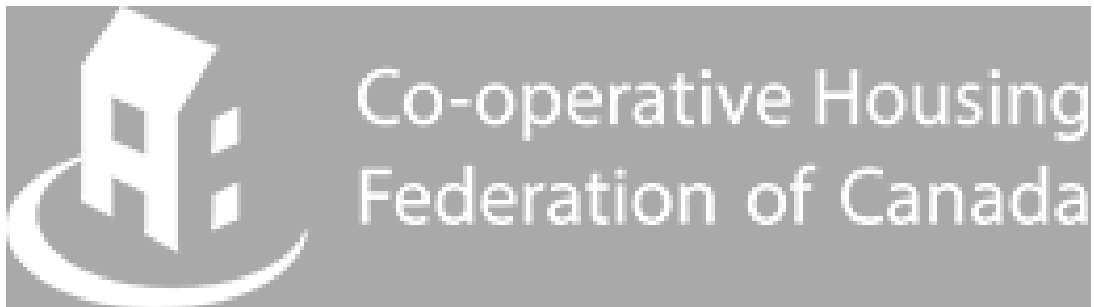
Kind Regards,

Shelley Roslund

Director of Sales & Marketing



in partnership with
EDMONTON TOURISM



a proposal for
CHF AGM 2022
May 30, 2022 to June 05, 2022
or
June 20th, 2022 to June 27th,
2022



July 21, 2017

Thank you for considering Matrix Hotel as a potential host hotel for CHF AGM 2022

Program Information

Currently, our hotel has availability as per your requested dates and details are outlined below. All rates and information in this proposal will be valid until 12-31-17, until which I have the outlined space on a tentative hold. We will confirm the meeting space and the guestrooms once a signed contract and deposit has been returned to the hotel.

Name of Group: CHF AGM 2022 Dates:

May 30, 2022 to June 05, 2022

**** Same rates and block available over alternate dates**

Accommodation

(MATR) Matrix Hotel, Edmonton					
Day	Date		Deluxe Rooms		Total Rooms
Monday	05-30-22		10	\$225.00	10
Tuesday	05-31-22		30	\$225.00	30
Wednesday	06-01-22		100	\$225.00	100
Thursday	06-02-22		100	\$225.00	100
Friday	06-03-22		100	\$225.00	100
Saturday	06-04-22		45	\$225.00	45

Matrix is also please to provide the following special concessions;

- 20% attrition
- 1 in 40 COMP guestroom policy
- 2 Complimentary upgrades to Suites at the group rate
- Staff room rate 25% off the group rate (with 4pm checkout)
- Group rate will be available 3 days pre and post

Room rates are confirmed net, 10% commissionable and quoted in Canadian funds.

Rates are on a per room, per night basis (single or double occupancy). Additional occupants (maximum quadruple occupancy) are \$30.00 per person. Children under the age of 12 years, sharing with their parent(s), stay at no charge.

Please note guestroom rates are subject to the 4% Tourism Levy, 3% Destination Marketing Fee & 5% GST.



The following items are included in these rates at no extra charge, and reflect a value added component in excess of \$65.00:

- + Complimentary Deluxe breakfast buffet
- + Complimentary wine tasting
- + Complimentary parking
- + Complimentary Wi-Fi in guest rooms and all public areas
- + In-room Keurig coffee & tea
- + Unlimited access to the Fitness Facility
- + 24-hour access to the Business Centre
- + Refreshment centre with refrigerator



Guestrooms

We believe that comfort, luxury and great design should come standard with every room.

A stylish palette of silver, pewter and platinum hues is the backdrop for rich wood, sleek black granite, and textural art in every guest room. Comfortable pillow top mattresses are enveloped in fine, crisp white bed linens for a restful night's sleep or perhaps a rejuvenating cat nap. Sparkling, white bathrooms feature custom chrome and granite vanities, luxurious towels and spa quality bathrobes.

Deluxe Guestrooms

These beautifully appointed guest rooms feature one king size or two double beds. Each guest room is appointed with a granite working desk and club chair for unwinding.

Sterling Suites

Beautiful one bedroom suites offer spacious and soothing guest room space. A wet bar, separate living room and fireplace are also featured in these luxurious suites.

Platinum Suites

These one bedroom suites with separate living room, offer a penthouse view of the city. The Platinum Suites also feature a fireplace, wet bar, oversized bathroom with jetted tub and separate body spray showers.

Onyx Suite

Matrix Hotel's spectacular signature one bedroom suite features 857 square feet of luxury and amenities. The Onyx Suite offers a walk-out terrace with seating area for entertaining and relaxing.



(Sterling Suite Living Space)



(ONYX Suite)



A Modern, Lifestyle Hotel in the Heart of Edmonton

Matrix Hotel provides a distinctive hospitality experience to travelers who appreciate great design in the heart of the city. The hotel is centrally located downtown between the business and government districts for the convenience of the corporate traveler. After the work day or for the leisure traveler; the Edmonton river valley is a short stroll away as are the many shops, restaurants, cafés, arts and theatre venues.

Matrix Hotel is naturally inspired, and was designed to be an environment where positive experiences are developed. The modern décor blends clean minimalist lines with sleek and textural natural stone and wood for a stunning and soothing atmosphere. Interesting objet d'arts and paintings punctuate warm hues of silver, pewter and platinum throughout the hotel's public spaces.

The Matrix Team is empowered to do what it takes to ensure every guest's experience is exceptional. Sincere, unscripted and genuine service is our trademark.

Matrix Hotel offers an unparalleled downtown Edmonton hotel experience.

Hotel Amenities



Wildflower is a contemporary fine dining restaurant featuring "New Canadian Cuisine". This local favourite amongst the gourmants features wood fire grilling, creative presentation and quality wine selection with a focus on Canadian wines.

MZ Lounge is located on the MZ level of the hotel in our Hospitality Suite, where we offer our complimentary Evening Wine and Cheese Tasting, and is open from 4pm-11pm Sundays through Fridays and 12pm-11pm on Saturdays. We also invite you to visit MZ lounge for some tantalizing appetizers along with an innovative beverage - anything from your favorite beer to our interesting Matrix cocktail.



World famous for its fine coffee, refreshments, great people, first rate music and comfortable upbeat ambiance.

Business Center

Located on the 2nd Floor, Twenty-four hour, key card access for registered guests to our Business Centre featuring Mac and PC computer stations with printing capability.

Fitness Center

Located on the 3rd Floor, Key card access to the Fitness Centre featuring professional-grade aerobic equipment, free-weights, mats, exercise balls and other amenities. Open daily from 05:00 to 23:00.

Transportation

If travelling from the Edmonton International Airport, we recommend your delegates choose from renting a car, taxi service or utilizing the Airport Shuttle Service. Directions can be provided upon request. Corona LRT (Light Rail Transit) Station is just steps away from Matrix Hotel, ensuring ease of getting around the city. Many ETS (Edmonton Transit System) bus routes that stop outside the hotel are another option.



Local Area

Centrally located in the heart of downtown Edmonton, Matrix Hotel is ideally situated for accessing business and leisure attractions. Some of the city's best shopping, restaurants and nightlife are within walking distance of the hotel. The Legislative Assembly of Alberta, government and corporate districts and Shaw Conference Centre are within minutes via walking, vehicle or light rail transit.

Meetings & Events

Matrix Hotel offers over 8,500 square feet of meeting space, offers several beautifully appointed modern rooms, well-suited to everything from conferences, meetings, luncheons, private dinners and cocktail receptions to high profile media events, festive holiday parties and chic weddings. Our approachable and experienced Catering and Banquet team deliver attentive, professional service and sensational meals. All rooms are equipped with complimentary high-speed internet and Wi-Fi, telephone and built in projection screen.



Please note that all food & beverage services are solely provided by the Hotel and all function related charges are subject to a 18% service charge and 5% GST. We are not currently protecting any space on your behalf.

We look forward to the opportunity to work with you on this important event.
Our goal is to exceed your expectations!

Our quality of luxury accommodation, spacious facilities and professional service will provide a seamless process for you and your delegates. Should you have any questions please contact me at 780-420-4955 or cmakowichuk@matrixedmonton.com. I look forward hearing from you in the near future.

Sincerely,

Christie Makowichuk
Sales Manager



The Sutton Place Hotel

Proposal for:

Co-operative Housing Federation of Canada

Re: CHF AGM 2022 - May 30, 2022 - June 5, 2022

SUBMITTED BY: Jennifer Ramoudit | Senior Sales Manager

PH: 780-441-3010 | Email: jramoudit@suttonplace.com



[The Sutton Place Hotel Edmonton](#), situated in the heart of downtown and immediately adjacent to the brand new ICE district, combines the perfect location, convenience, and modern renovated guest rooms all into one. Connected by an indoor pedway to [Edmonton City Centre Mall](#), major office towers, and the Light Rail Transit (LRT), the hotel is less than a 10-minute walk to [Rogers Place](#), the new home of the [Edmonton Oilers](#), [Shaw Conference Centre](#), [Sir Winston Churchill Square](#), [Citadel Theatre](#), [the Art Gallery of Alberta](#), and [Winspear Centre for the Performing Arts](#).

THE SUTTON PLACE HOTEL COMPANY
EDMONTON • REVELSTOKE MOUNTAIN RESORT • VANCOUVER
1.866.378.8866 • WWW.SUTTONPLACE.COM



GUESTROOM INFORMATION

Available Dates:

We presently have both meeting space and guestrooms available on your requested dates from Monday, May 30, 2022 - Sunday, June 5, 2022. We have not protected the space at this time, but would be delighted to do so upon request.

(EDM) The Edmonton Sutton Place Hotel

		Sutton King		Sutton Doubles		Deluxe King		Deluxe Doubles		Grand Suite		Sutton Executive		Total Rooms
Monday	05-30-22					10	\$199			3	\$199	7	\$199	20
Tuesday	05-31-22					20	\$199			3	\$199	7	\$199	40
Wednesday	06-01-22	40	\$199	55	\$199	100	\$199	20	\$199.00	3	\$199	7	\$199	225
Thursday	06-02-22	40	\$199	57	\$199	100	\$199	20	\$199.00	3	\$199	7	\$199	227
Friday	06-03-22	40	\$199	40	\$199	100	\$199	20	\$199.00	3	\$199	7	\$199	210
Saturday	06-04-22					35	\$199			3	\$199	7	\$199	45

TOTAL NUMBER OF ROOM NIGHTS 767

Please Note: Rates are subject to 4% provincial levy, 3% Destination Marketing Fee and 5% GST. All rates are quoted in Canadian funds and are commissionable at 10%.

Guestroom Considerations:

The Hotel is pleased to offer...

- 1 complimentary room for every 35 rooms occupied by your delegates—Value of \$4680
- Complimentary upgrades to Deluxe Rooms—Value of \$9744
- Complimentary upgrade to Executive Rooms – Value of \$2822
- Complimentary upgrade to Grande Suite – Value of \$2016
- Complimentary use of Royal Suite as hospitality room – Value of \$6720
- Reduced rate for 10 staff rooms at \$99 – Value of \$4480
- 10 complimentary VIP Welcoming Amenities—Value of \$300
- 6 complimentary Valet Parking Passes for duration of stay—Value of \$1404
- Complimentary wifi and local calling, a perceived value of \$15 per room, per day.

****Total Value of Complimentary Concessions \$32166****

Value Added Features:

- Swimming Pool & Fitness Area: Access to the swimming pool & Fitness Area is complimentary to all overnight guests (Only hotel rooftop pool in Edmonton!)
- Pre/Post: The guestroom rates will be extended 3 days pre and post, subject to availability at the time of booking
- Complimentary wireless internet access – in all guest rooms
- Completely non-smoking hotel

Accommodations breakdowns:



313 Total Guest Rooms and Suites

- 182 King Rooms
- 102 Double Rooms
- 23 Executive Rooms
- 3 Grand Suites
- 1 Royal Suite

All Guestrooms Have...

- Secured floor access
- Room service daily from 6:00am – midnight
- Daily Newspaper
- Flat screen digital TVs with in room movies
- Iron & Ironing Boarding
- Mini fridge, easy chair, coffee maker

ATTRITION AND CANCELLATION POLICIES

Attrition:

The parties agree that the group and the Hotel will share in the loss of revenues suffered by the hotel in the event of the group’s failure to utilize all of the rooms and services agreed to after the final 45-day review. The group therefore agrees to pay a percentage of lost revenue.

For Guestroom room revenue, the lost revenue will be calculated by multiplying the number of rooms not utilized out of the groups block times the average room rate of rooms actually utilized, plus tax.

PERCENTAGE OF ROOMS	GROUP PAYS
80% or more	0
79% or less	100% of lost revenue

For food, beverage, meeting rooms and other services revenue, lost revenue will be calculated by subtracting the exact amount of food and beverage provided from the total anticipated food and beverage agreed to herein. The lost revenues for food, beverage, meeting rooms and other services and for sleeping rooms will be calculated separately.

Cancellation / Modification:

If the Group fully cancels the Event, the Hotel shall have suffered damages equivalent to the profits that the Hotel would have earned from the sale of rooms, food and beverages, and use of recreation facilities, etc. in connection with the Event. The Hotel reserves the right to recover lost anticipated revenues including, but not limited to, guestrooms, function space, food and beverage according to the following schedule:

NUMBER OF DAYS PRIOR TO THE EVENT	PERCENTAGE OF LOST REVENUE
180 - 365 days	10% of anticipated revenues
136 – 179 days	25% of anticipated revenues
91 – 135 days	50% of anticipated revenues
46 – 90 days	75% of anticipated revenues



0 – 45 days

100% of anticipated revenues

NEWLY RENOVATED GUESTROOMS

Deluxe Room



Premium King Room



Connected via Pedway to Edmonton City Centre

Chop Steakhouse & Bar



Breakfast Lounge

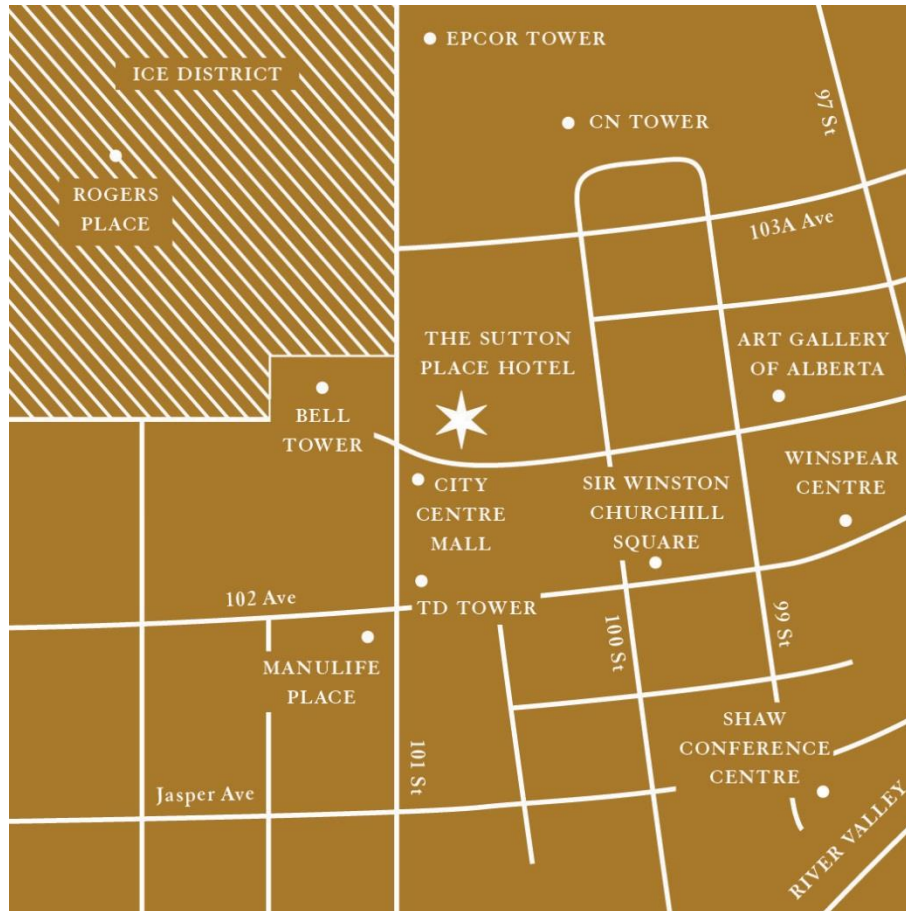


Business Centre





LOCATION



Airport Information:

- [Edmonton International Airport](#): 35km – approximately 35 minutes
- [Shuttle bus](#): Sky shuttle \$18.00 one way or \$30.00 return
- Taxi: Approximately \$55.00, pending traffic

Parking:

Hotel parking is available at the prevailing rates of \$31.00 per day for self-parking, or \$39.00 per day for valet parking. Adjacent parking lots between \$5-\$31.

*Please note: Parking prices are subject to change without notice, as the hotel does not own the parking facilities.

For more information on The Sutton Place Hotels please visit our [website](#) or contact **Jennifer Ramoudit** at 780-441-3010 or by email at jramoudit@suttonplace.com.

WESTIN
HOTELS & RESORTS

Welcome to Wellness



Co-operative Housing
Federation of Canada

Co-operative Housing Federation of Canada
CHF AGM 2022
May 30-June 5, 2022 OR June 20-27, 2022

THE WESTIN EDMONTON

10135-100 Street
Edmonton, AB T5J0N7
Canada

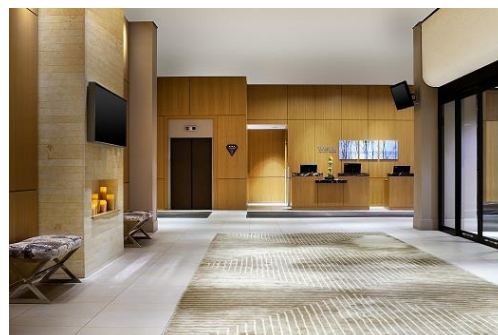
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westin.com/edmonton

Brenda Howes
The Howes Group
1182 Willow Brook Way
Manotick, ON K4M 1B6

Dear Brenda,

I would like to thank you for your interest in placing your clients and their delegates for the **CHF AGM 2022** with Marriott International. I am very pleased to introduce myself as your representative for The Westin Edmonton. My goal is to provide seamless and efficient communication to find the best fit and value for your program. Detailed below is information on how your program would be an excellent fit for our property.



The City at Your Fingertips



The Westin Edmonton's trendy downtown location puts you within steps of the city's most sought-after attractions. Discover the best shopping, dining & entertainment Edmonton has to offer, all in the immediate area. The hotel is just steps from the Shaw Conference Centre, making it a convenient choice for business travellers.

Outdoor enthusiasts will appreciate the lush greenery of the river valley, home to the largest expanse of urban parkland in North America. From shopping to festivals, to performing arts, there's always something to do in the city. Music lovers can check out one of the many annual festivals, which include the world-renowned Folk Festival, Street Performers Festival, and Fringe Festival. Just seven miles from the hotel, West Edmonton Mall offers more than 900 stores, a skating rink, Water Park, and more. If you prefer to stay close by, we are just two

blocks from the Arts District, where you'll find the Art Gallery of Alberta, Winspear Centre ~ home of the Edmonton Symphony Orchestra and the Citadel Theatre.

Availability

We are delighted to be able to offer you 1st option availability for your guestrooms over your preferred & alternate dates of:
May 30 to June 5, 2022* – partial room block **tentatively holding space on these dates until August 21, 2017*
June 20 to June 26, 2022 – full room block

Guestrooms

May 30 to June 5, 2022 partial room block	Mon, May 30, 2022	Tue, May 31, 2022	Wed, Jun 01, 2022	Thu, Jun 02, 2022	Fri, Jun 03, 2022	Sat, Jun 04, 2022	Total
Deluxe Run of House (ROH)	2	6	25	25	25	9	92
Traditional Run of House (ROH)	8	24	100	100	100	36	368
Attendees Room Block Total	10	30	125	125	125	45	460

June 20 to June 26, 2022 full room block	Mon, Jun 20, 2022	Tue, Jun 21, 2022	Wed, Jun 22, 2022	Thu, Jun 23, 2022	Fri, Jun 24, 2022	Sat, Jun 25, 2022	Total
Deluxe Run of House (ROH)	2	6	43	43	42	9	145
Traditional Run of House (ROH)	8	24	172	174	168	36	582
Attendees Room Block Total	10	30	215	217	210	45	727

Any changes of pattern or quantities are subject to availability and may incur a rate change.

The Westin Edmonton requires a minimum of 20% of the group's 'Total Guestroom Requirements' be allotted in Deluxe category.

Rates

We are delighted to offer the following confirmed 2022 guestroom rates to your group, on the dates noted below:

May 30 to June 5, 2022	Single/Double
Deluxe Guestroom	\$289.00
Traditional Guestroom	\$239.00

June 20 to June 26, 2022	Single/Double
Deluxe Guestroom	\$284.00
Traditional Guestroom	\$234.00

An additional \$25.00 per person is required for rooms that exceed occupancy of 2 guests – max occupancy 4 people.

The above rates are 10% Commissionable to: *The Howes Group* and exclude provincial and local taxes, currently 12.27% (*Approximately 5% Goods and Services Tax, 4% Provincial Tourism Marketing Levy and 3% Destination Marketing Fee*).

The Westin Edmonton contract has been prepared and reviewed by our legal team. We believe this agreement provides fair representation to both parties and as such, all rates, space, dates, terms and conditions listed in this proposal are contingent on the hotel contract being the sole operative document for this event. If changes to the contract are required, the hotel will provide our legal counsel contact information for negotiations. The legal fees for the contract negotiations will be added to the group's final invoice at the conclusion of the event.

Revitalizing Rest

Each of our 416 guestrooms and suites are designed to provide the utmost in comfort and tranquility for our guests. Our rooms include an array of thoughtful amenities designed to leave you feeling well cared for during your stay. Let breath taking views of Edmonton lift your spirits as you enjoy complimentary Starbucks® coffee each morning.

Our signature Westin Heavenly® Bed provides ten layers of comfort for a deep sleep that replenishes your brain and body, while the Heavenly® Shower helps you rise and shine like never before.

Westin didn't discover fresh air, but we're proud to offer 100% smoke-free guest rooms.



TRADITIONAL ROOMS

- 285 Square Feet / 26 Square Meters
- 32-inch flat panel LCD TV
- Spacious work desk
- In-room safe
- Complimentary bottled water
- Complimentary Starbucks® coffee/tea
- Basic Wi-Fi Internet connection

The above amenities are available in all rooms.

DELUXE ROOMS

- 432 Square Feet / 40 Square Meters
- Newly renovated in 2014
- 40% larger than our Traditional guestrooms
- Comfortable seating area

DELUXE ONE BEDROOM SUITES

- 715 Square Feet / 66 Square Meters
 - Newly renovated in 2014
 - Separate living area with sectional couch & sofa bed
-

Productive Meetings

Plan a mindful meeting at The Westin Edmonton, where events of all sizes are brought to life. Our 24,000 square feet of flexible event space includes Edmonton's largest hotel ballroom as well as 15 meeting rooms that can be configured to accommodate events large and small.

Let us walk you through options designed to enhance your event while reducing your carbon footprint, from clutter-free meeting stations to energy-efficient lighting. From there, we'll help you arrange inspired catering, audiovisual services, team-building events, and everything else you need to create a lasting impression on your guests.



Our on-site audiovisual partner, **PSAV**, will bring your meeting to life with state-of-the-art technological tools. Whether you need projection, stage lighting, and microphones for a large-scale presentation, or laptops and teleconferencing so that you can connect with the office, PSAV will coordinate setup, breakdown, and troubleshooting so that you're free to interact with your guests.

Click on the links below to see:

[Floor Plans & Capacity Chart](#) | [360° Virtual Tour](#) | [Banquet & Catering Menus](#)

Flexible Rewards

Hotel will provide the following concessions if Group fulfills its Minimum Food & Beverage Revenue commitment and, at least 90% of its Minimum Guestroom Revenue.

- One (1) complimentary guestroom for every forty (40) occupied, revenue-producing guestrooms on a cumulative basis.
- Two (2) complimentary upgrades to Deluxe One Bedroom Suites for six (6) nights over your conference dates.
- One (1) complimentary 20th floor Parlour Hospitality Suite for six (6) nights over your conference dates.
- Two (2) complimentary upgrade(s) to the Bedroom Suite(s) adjoining the 20th floor Parlour Hospitality Suite for six (6) nights over your conference dates.
- Ten (10) staff rooms offered for up to six (6) nights (over your conference dates) at a twenty-five percent (25%) discount off the negotiated group rate.
- Group rate honoured three (3) days pre (arrival day) and three (3) days post (departure date), based on Hotel's availability.
- One (1) complimentary welcome gift for the President (hotel's choice).

Plus, the following exclusive promotion for SPG/SPGPro Members:

Book Early. Save More.

GET REWARDED FOR PLANNING AHEAD. Book a meeting at any of over 1,300 participating Starwood hotels and resorts worldwide, and receive a discount on master-billed rooms. The earlier you plan, the bigger the discount you'll receive:

BOOKING WINDOW	DISCOUNT ON MASTER-BILLED ROOMS
>3 years	6%
366 days - 3 years	5%
181 - 365 days	4%
91 - 180 days	3%
< 90 days	3%

Plus, earn a signing bonus of 1,000 Starpoints® for every 10 eligible room nights booked, up to 100,000 Starpoints (*Certain limitations apply*). Offer Valid Through October 31, 2017. Learn more at spg.com/planahead

Dynamic Details

Let us take care of every detail so that you leave The Westin Edmonton feeling better than when you arrived. Just one touch of the Service Express® button on your phone will instantly connect you to our 24-hour Front Desk staff. Whether you need laundry services or a meal from in-room dining, we'll make sure you're well taken care of throughout your stay.

- *Check in: 3:00 PM Check out: 12:00 PM*
- *Disability Accessible Facilities*
- *24-Hour Business Center*
- *24-Hour Front Desk*
- *24-Hour in Room Dining*
- *Safe Deposit Boxes*
- *Laundry/Valet Service*
- *Onsite Beauty Salon & Gift Shop*
- *Basic Wireless High Speed Internet Access in Guestrooms is complimentary*
- *Premium Wireless High Speed Internet Access in Guestrooms is 14.95 CAD per day*

Reservations Procedure: Your delegates can make reservations 24-hours a day's, seven days a week through our Central Reservations Office, at 1-800-937-8461, identifying themselves as members of a group. Reservations may also be made online via the complimentary Star Groups Online Reservations System.

STARGROUPS CUSTOMIZED EVENT WEBSITES

A complimentary custom website for your event — it's one stop for everything you need. Your StarGroups template includes a unique URL and allows you to add:

- Logos, images and marketing messages for your event
- Event and destination details, including transportation, dining and local area information
- Necessary documents for attendees to download
- A guest room-booking tool with instant email confirmation for attendees
- Secure, 24 / 7 real-time reporting tools for you

Transportation & Parking



Transportation is incredibly easy in Edmonton. We recommend guests fly in to the Edmonton International Airport (YEG), only 33 kilometres /21.1 miles from the hotel, about 45 minutes away by vehicle. The hotel is accessible by taxi or via the Edmonton Sky Shuttle; prices vary depending on the service. Please visit our website for more information.

The Westin Edmonton also offers both valet and self-parking options in our heated underground parkade. Hourly and daily rates available. In and out privileges are included with daily rates.

Self-Parking: \$30.00/Day
Valet Parking: \$41.00/Day

Fulfilling Fitness

WESTIN WORKOUT



On the road shouldn't mean out of shape. Our WestinWORKOUT® Fitness Studio keeps you fit at any hour of the day. Raise your heart rate on state-of-the-art Life Fitness® treadmills, stair machines, and stationary bikes. Afterwards, soothe your body in the sauna or cool down with complimentary apples and water. TVs and complimentary ear buds keep you entertained as you exercise.

PACK LIGHT AND STAY FIT

Westin and New Balance® now offer shoes and athletic wear to use during your stay so you can pack lighter or workout on a whim.

READY, SET, RUNWESTIN™

See the local sites up close while you exercise on a group run lead by a RunWESTIN™ Hotel Running Concierge. Offered seasonally from May to September, our 5K group runs depart at 6:30am every Tuesday and Wednesday morning.

Natural Nourishment

SUPERFOODSRX™

Fuel your body with delicious SuperFoodsRx™ dishes packed with nutrients and energy. Created together with doctors and nutritionists, our SuperFoodsRx menu cultivates “food synergy,” the pairing of certain foods to increase their nutritional value, to give you the focused energy you need to meet the challenges of your day.

SHARE RESTAURANT & THE LOBBY LOUNGE

Whether you're looking for a dining experience to tempt your taste buds or restore your energy levels, you'll find cuisine that's both nourishing and irresistible at our restaurant and lounge. Chic furnishings set a tone of sophisticated hospitality at Share, which highlights local ingredients in its innovative preparations. The Lobby Lounge invites guests to pull up a chair and enjoy a drink or savor a light bite before heading out on the town.

Environmental Practices

The Westin Edmonton has been awarded a 4 Green Key rating by the Hotel Association of Canada in recognition of our commitment to reduce waste and protect the environment through:

- *Energy & Water Conservation*
- *Waste Minimization & Environmentally Responsible Purchasing*
- *Enhanced Indoor Environmental Quality*
- *Raising Awareness*

MAKE A GREEN CHOICE (MAGC) is Starwood's guest-facing sustainability program in which guests can choose to help reduce our environmental footprint. Guests can *Make a Green Choice* by foregoing full housekeeping for up to three days in a row (excluding their check-out day). For each night a guest opts into MAGC, they receive 500 Starpoints or a \$5 Food & Beverage voucher.

Recognition & Awards



The Westin Edmonton is very pleased to have been designated the prestigious CAA/AAA 4 Diamond Rating as well as a 4.5 Star Rating from Canada Select. Previous awards included the Meetings and Incentive Travel Readers Choice Award for Best Meeting Facility & Service Excellence in Western Canada as well as the recipient of the Heart and Stroke Foundation of Canada's Leadership Award in Heart Healthy Policy. This Award is being presented to Westin

Hotels for being the first hotel chain to adopt a complete “smoke-free” policy, a policy that created a sea of change in the hotel industry. The Alberta Hotel & Lodging Association (AHLA) ‘2017 Employer of Choice Award’.

As you can see there are many reasons for choosing The Westin Edmonton to host your event. Our team is ready to ensure that you experience so much more by redefining efficient service with an effortless style and gracious attitude that ensures a truly unforgettable experience and most importantly, you and your delegates are at your best!

I look forward to the opportunity to work with you and welcome your important attendees to relax and unwind at The Westin Edmonton. Please don't hesitate to reach out to me if I may provide any additional information or answer any questions you may have.

Be Inspired,
Be Westin,

Rita Frost

Sales Manager, Associations

rita.frost@westin.com

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APPENDIX B

Hotel & Venue Concession Summaries

HOTEL VENUE NAME:	SALES MANAGER:	DATE:
Shaw Conference Centre	Monica Reyes	July 25, 2017
REQUESTED CONCESSION	YES/ NO	COMMENTS
ROOMING CONCESSIONS		
Complimentary Internet in meeting space and guest rooms.	N/A	
20% attrition	N/A	
Room rates confirmed and commissionable for 2021	N/A	
Complimentary 2 junior and 1 Presidential suites	N/A	
10 Comp upgrades (from standard rooms to suites)	N/A	
1:40 cumulative guest rooms	N/A	
8-10 staff rooms at a reduced rate	N/A	
Storage / Receivables prior complimentary.	N/A	
Room rates confirmed and commissionable for 2021 (No Escalator)	N/A	
Cut off date 21 days prior to event	N/A	
Howes Group Contract Clauses to be reviewed and included.	N/A	
3-day Pre and Post rates	N/A	
Welcome gift in room for President	N/A	
Complimentary room for the meeting manager (upgraded to a suite)	N/A	
Complimentary parking for overnight guests; 6 complimentary parking passes for duration of conference.	N/A	
Green Initiatives - Identify environmental policy & practices	Yes	Sustainability is not just a trend at the Shaw Conference Centre, it is our daily commitment and dedication to constantly strive to provide our services using the most environmentally sound methods possible. Through focussed composting and recycling we diverted 67% of our buildings waste from the landfill in 2016, we harvest and utilize fresh honey from our Urban Beekeeping Project, and operate while actively reducing water and energy usage every day. After receiving

		certification as BOMA Best Certified, being Canada's first Green Key Level Five venue as well as being one of five venues in Canada with the prestigious ASTM Certification, we are constantly striving to increase awareness and engagement in our commitment to sustainability in our building and beyond.
FUNCTION SPACE (SCC ONLY)		
Complimentary meeting space / Exhibit Hall Space	No	
Complimentary podiums in meeting rooms and plenary room	Yes	
Complimentary riser in exhibit area	Yes	
Complimentary room setups and re-sets as required for the program		Set up is included in the rental, re-sets additional 50% additional rental rate
Storage / Receivables prior complimentary	No	GES
Complimentary Internet in meeting space and guest rooms.	Yes	
Office to have coffee/cold drinks.	Yes	
Green Initiatives - Identify environmental policy & practices	Yes	Sustainability is not just a trend at the Shaw Conference Centre, it is our daily commitment and dedication to constantly strive to provide our services using the most environmentally sound methods possible. Through focussed composting and recycling we diverted 67% of our buildings waste from the landfill in 2016, we harvest and utilize fresh honey from our Urban Beekeeping Project, and operate while actively reducing water and energy usage every day. After receiving certification as BOMA Best Certified, being Canada's first Green Key Level Five venue as well as being one of five venues in Canada with the prestigious ASTM Certification, we are constantly striving to increase awareness and engagement in our commitment to sustainability in our building and beyond.
Howes Group Contract Clauses to be reviewed and included.	Attached	

FOOD AND BEVERAGE (SCC ONLY)		
Hold the menu prices for the event to the year the contract is signed	No	
Hotel to prepare 3% over the final food guarantee provided by the client for conference meals	3% to a max of 20 covers	
Green Initiatives - Identify environmental policy & practices	Yes	Sustainability is not just a trend at the Shaw Conference Centre, it is our daily commitment and dedication to constantly strive to provide our services using the most environmentally sound methods possible. Through focussed composting and recycling we diverted 67% of our buildings waste from the landfill in 2016, we harvest and utilize fresh honey from our Urban Beekeeping Project, and operate while actively reducing water and energy usage every day. After receiving certification as BOMA Best Certified, being Canada's first Green Key Level Five venue as well as being one of five venues in Canada with the prestigious ASTM Certification, we are constantly striving to increase awareness and engagement in our commitment to sustainability in our building and beyond.

HOTEL VENUE NAME:	SALES MANAGER:	DATE:
Chateau Lacombe Hotel	Sherri Schurer	July 18, 2017
REQUESTED CONCESSION	YES/ NO	COMMENTS
ROOMING CONCESSIONS		
Complimentary Internet in meeting space and guest rooms.	YES	
20% attrition	YES	
Room rates confirmed and commissionable for 2021	YES	Room rates confirmed for 2022.
Complimentary 2 junior and 1 Presidential suites	YES	3 Executive Suites
10 Comp upgrades (from standard rooms to suites)	YES	10 upgrades to Concierge King guestrooms.
1:40 cumulative guest rooms	YES	
8-10 staff rooms at a reduced rate	YES	25% reduced rate for Staff in Standard King rooms. (\$119.25 per night).
Storage / Receivables prior complimentary.	YES	
Room rates confirmed and commissionable for 2021 (No Escalator)	YES	Room rates confirmed for 2022.
Cut off date 21 days prior to event	YES	
Howes Group Contract Clauses to be reviewed and included.	YES	Included in proposal.
3-day Pre and Post rates	YES	
Welcome gift in room for President	YES	VIP Amenity Gift
Complimentary room for the meeting manager (upgraded to a suite)	YES	Upgrade and complimentary Executive Suite.
Complimentary parking for overnight guests; 6 complimentary parking passes for duration of conference.	YES	6 Complimentary Valet Parking Passes for duration of conference.
Green Initiatives - Identify environmental policy & practices	YES	Included in proposal.
FUNCTION SPACE (SCC ONLY)		
Complimentary meeting space / Exhibit Hall Space		
Complimentary podiums in meeting rooms and plenary room		

Complimentary riser in exhibit area		
Complimentary room setups and re-sets as required for the program		
Storage / Receivables prior complimentary		
Complimentary Internet in meeting space and guest rooms.		
Office to have coffee/cold drinks.		
Green Initiatives - Identify environmental policy & practices		
Howes Group Contract Clauses to be reviewed and included.		
FOOD AND BEVERAGE (SCC ONLY)		
Hold the menu prices for the event to the year the contract is signed		
Hotel to prepare 3% over the final food guarantee provided by the client for conference meals		
Green Initiatives - Identify environmental policy & practices		

HOTEL VENUE NAME:	SALES MANAGER:	DATE:
Coast Edmonton Plaza Hotel (overflow hotel)	Monica Zeniuk	July 18, 2017
REQUESTED CONCESSION	YES/ NO	COMMENTS
ROOMING CONCESSIONS		
Complimentary Internet in meeting space and guest rooms.	Yes	
20% attrition	No	
Room rates confirmed and commissionable for 2021	No	Rates will be confirmed one year prior.
Complimentary 2 junior and 1 Presidential suites	N/A	
10 Comp upgrades (from standard rooms to suites)	N/A	
1:40 cumulative guest rooms	N/A	
8-10 staff rooms at a reduced rate	No	
Storage / Receivables prior complimentary.	no	
Room rates confirmed and commissionable for 2021 (No Escalator)	No	
Cut off date 21 days prior to event	No	Release date 30 days prior. Hotel will add rooms as needed after release date if available.
Howes Group Contract Clauses to be reviewed and included.	No	
3-day Pre and Post rates	Yes	
Welcome gift in room for President	N/A	
Complimentary room for the meeting manager (upgraded to a suite)	N/A	
Complimentary parking for overnight guests; 6 complimentary parking passes for duration of conference.	No	2017 rate is \$21.95 plus GST per night.
Green Initiatives - Identify environmental policy & practices	Yes	If guest refuses housekeeping, they receive \$5 café voucher or gift in lieu

HOTEL VENUE NAME:	SALES MANAGER:	DATE:
Courtyard Marriott Edmonton Downtown	Ajinkya Abhyankar	July 26 th 2017
REQUESTED CONCESSION	YES/ NO	COMMENTS
ROOMING CONCESSIONS		
Complimentary Internet in meeting space and guest rooms.	Yes	
20% attrition	No	
Room rates confirmed and commissionable for 2022	Yes	
Complimentary 2 junior and 1 Presidential suites	No	
10 Comp upgrades (from standard rooms to suites)	No	
1:40 cumulative guest rooms	Yes	
8-10 staff rooms at a reduced rate	Yes	
Storage / Receivables prior complimentary.	Yes	
Room rates confirmed and commissionable for 2022 (No Escalator)	Yes	
Cut-off date 21 days prior to event	No	
Howes Group Contract Clauses to be reviewed and included.	Yes	
3-day Pre and Post rates	Yes	
Welcome gift in room for President	Yes	
Complimentary room for the meeting manager (upgraded to a suite)	N/A	We are not able to accommodate the meeting space.
Complimentary parking for overnight guests; 6 complimentary parking passes for duration of conference.	Yes	
Green Initiatives - Identify environmental policy & practices	Yes	
FUNCTION SPACE (SCC ONLY)		
Complimentary meeting space / Exhibit Hall Space	N/A	We are not able to accommodate the meeting space
Complimentary podiums in meeting rooms and plenary room	N/A	

Complimentary riser in exhibit area	N/A	
Complimentary room setups and re-sets as required for the program	N/A	
Storage / Receivables prior complimentary	N/A	
Complimentary Internet in meeting space and guest rooms.	N/A	
Office to have coffee/cold drinks.	N/A	
Green Initiatives - Identify environmental policy & practices	N/A	
Howes Group Contract Clauses to be reviewed and included.	N/A	
FOOD AND BEVERAGE (SCC ONLY)		
Hold the menu prices for the event to the year the contract is signed	N/A	
Hotel to prepare 3% over the final food guarantee provided by the client for conference meals	N/A	
Green Initiatives - Identify environmental policy & practices	N/A	

HOTEL VENUE NAME:	SALES MANAGER:	DATE:
Fairmont Hotel Macdonald	Leanne Ward	07-26-2017
REQUESTED CONCESSION	YES/ NO	COMMENTS
ROOMING CONCESSIONS		
Complimentary Internet in meeting space and guest rooms.	Yes	Complimentary guestroom WIFI
20% attrition	No	We would offer the allowance to reduce your guestroom block by 10% up until 60 days prior to arrival
Room rates confirmed and commissionable for 2021	Yes	Room rates confirmed and they are 10% commissionable to The Howes Group
Complimentary 2 junior and 1 Presidential suites	No	One (1) complimentary One Bedroom Suite for the duration of the program
10 Comp upgrades (from standard rooms to suites)	No	We are pleased to offer complimentary room upgrades from Fairmont to Fairmont View and Deluxe on a run of house basis
1:40 cumulative guest rooms	Yes	One (1) complimentary room per forty (40) rooms booked cumulatively, credited to the master account at the group rate
8-10 staff rooms at a reduced rate	No	Five (5) discounted staff rooms at 25% off the group rate of \$249.00++ for a maximum of 6 nights
Storage / Receivables prior complimentary.	N/A	
Room rates confirmed and commissionable for 2021 (No Escalator)	Yes	Room rates confirmed and they are 10% commissionable to The Howes Group
Cut off date 21 days prior to event	Yes	
Howes Group Contract Clauses to be reviewed and included.	Yes	With changes
3-day Pre and Post rates	Yes	Subject to availability
Welcome gift in room for President	Yes	Hotel's choice
Complimentary room for the meeting manager (upgraded to a suite)	No	One (1) complimentary room upgrade from Fairmont to a One Bedroom Suite for the Meeting Planner for the duration of the program
Complimentary parking for overnight guests; 6 complimentary parking passes for duration of conference.	No	
Green Initiatives - Identify environmental policy & practices	Yes	http://www.fairmont.com/corporate-responsibility/responsible-business/
FUNCTION SPACE (SCC ONLY)		
Complimentary meeting space /	N/A	

Exhibit Hall Space		
Complimentary podiums in meeting rooms and plenary room	N/A	
Complimentary riser in exhibit area	N/A	
Complimentary room setups and re-sets as required for the program	N/A	
Storage / Receivables prior complimentary	N/A	
Complimentary Internet in meeting space and guest rooms.	N/A	
Office to have coffee/cold drinks.	N/A	
Green Initiatives - Identify environmental policy & practices	N/A	
Howes Group Contract Clauses to be reviewed and included.	N/A	
FOOD AND BEVERAGE (SCC ONLY)		
Hold the menu prices for the event to the year the contract is signed	N/A	
Hotel to prepare 3% over the final food guarantee provided by the client for conference meals	N/A	
Green Initiatives - Identify environmental policy & practices	N/A	

HOTEL VENUE NAME:	SALES MANAGER:	DATE:
Hyatt Place Edmonton Downtown	Shelley Roslund	July 26, 2017
REQUESTED CONCESSION	YES/ NO	COMMENTS
ROOMING CONCESSIONS		
Complimentary Internet in meeting space and guest rooms.	Yes	
20% attrition	Yes	
Room rates confirmed and commissionable for 2021	Yes	
Complimentary 2 junior and 1 Presidential suites	No	3 complimentary junior suites
10 Comp upgrades (from standard rooms to suites)	No	Can provide 3 suite upgrades. Our rooms go from standard rooms to full service kitchen suites.
1:40 cumulative guest rooms	Yes	
8-10 staff rooms at a reduced rate	Yes	10 % off group rate
Storage / Receivables prior complimentary.	Yes	
Room rates confirmed and commissionable for 2021 (No Escalator)	Yes	
Cut off date 21 days prior to event	Yes	
Howes Group Contract Clauses to be reviewed and included.	Yes	
3-day Pre and Post rates	Yes	
Welcome gift in room for President	Yes	
Complimentary room for the meeting manager (upgraded to a suite)	No	Discounted rate or room included ou of the 3 complimentary above
Complimentary parking for overnight guests; 6 complimentary parking passes for duration of conference.	No	Managed by 3 rd party. We can offer a discounted conference parking rate
Green Initiatives - Identify environmental policy & practices	Yes	
FUNCTION SPACE (SCC ONLY)		
Complimentary meeting space / Exhibit Hall Space		
Complimentary podiums in meeting rooms and plenary room		

Complimentary riser in exhibit area		
Complimentary room setups and re-sets as required for the program		
Storage / Receivables prior complimentary		
Complimentary Internet in meeting space and guest rooms.		
Office to have coffee/cold drinks.		
Green Initiatives - Identify environmental policy & practices		
Howes Group Contract Clauses to be reviewed and included.		
Hold the menu prices for the event to the year the contract is signed		
Hotel to prepare 3% over the final food guarantee provided by the client for conference meals		
Green Initiatives - Identify environmental policy & practices		

HOTEL VENUE NAME:	SALES MANAGER:	DATE:
Matrix Hotel	Christie Makowichuk	July 26, 2017
REQUESTED CONCESSION	YES/ NO	COMMENTS
ROOMING CONCESSIONS		
Complimentary Internet in meeting space and guest rooms.	n/a	
20% attrition	YES	
Room rates confirmed and commissionable for 2022	YES	
Complimentary 2 junior and 1 Presidential suites	NO	
10 Comp upgrades (from standard rooms to suites)	YES	We will provide 2 comp upgrades to suites at the group rate
1:40 cumulative guest rooms	YES	
8-10 staff rooms at a reduced rate	YES	25% off group rate
Storage / Receivables prior complimentary.	YES	
Room rates confirmed and commissionable for 2022 (No Escalator)	YES	
Cut off date 21 days prior to event	YES	
Howes Group Contract Clauses to be reviewed and included.	YES	
3-day Pre and Post rates	YES	
Welcome gift in room for President	YES	
Complimentary room for the meeting manager (upgraded to a suite)	NO	
Complimentary parking for overnight guests; 6 complimentary parking passes for duration of conference.	YES	
Green Initiatives - Identify environmental policy & practices	YES	Green Program – guest can opt out of housekeeping and receive mini-bar credits
FUNCTION SPACE (SCC ONLY)		
Complimentary meeting space / Exhibit Hall Space		
Complimentary podiums in meeting rooms and plenary room		

Complimentary riser in exhibit area		
Complimentary room setups and re-sets as required for the program		
Storage / Receivables prior complimentary		
Complimentary Internet in meeting space and guest rooms.		
Office to have coffee/cold drinks.		
Green Initiatives - Identify environmental policy & practices		
Howes Group Contract Clauses to be reviewed and included.		
FOOD AND BEVERAGE (SCC ONLY)		
Hold the menu prices for the event to the year the contract is signed		
Hotel to prepare 3% over the final food guarantee provided by the client for conference meals		
Green Initiatives - Identify environmental policy & practices		

HOTEL VENUE NAME:	SALES MANAGER:	DATE:
Sutton Place Hotel Edmonton	Jennifer Ramoudit	July 18, 2017
REQUESTED CONCESSION	YES/ NO	COMMENTS
ROOMING CONCESSIONS		
Complimentary Internet in meeting space and guest rooms.	Yes	
20% attrition	Yes	
Room rates confirmed and commissionable for 2021	Yes	
Complimentary 2 junior and 1 Presidential suites	No	Complimentary Royal Suite and complimentary upgrades to Grande Suites
10 Comp upgrades (from standard rooms to suites)	Yes	Also complimentary upgrades to deluxe rooms for the block
1:40 cumulative guest rooms	Yes	1/35
8-10 staff rooms at a reduced rate	Yes	Rate of \$99 offered for these guest rooms
Storage / Receivables prior complimentary.	Yes	
Room rates confirmed and commissionable for 2021 (No Escalator)	Yes	
Cut off date 21 days prior to event	Yes	
Howes Group Contract Clauses to be reviewed and included.	Yes	
3-day Pre and Post rates	Yes	
Welcome gift in room for President	Yes	
Complimentary room for the meeting manager (upgraded to a suite)	Yes	
Complimentary parking for overnight guests; 6 complimentary parking passes for duration of conference.	No	We are able to offer parking passes for 6 guests for duration of the room block
Green Initiatives - Identify environmental policy & practices	No	
FUNCTION SPACE (SCC ONLY)		
Complimentary meeting space / Exhibit Hall Space		
Complimentary podiums in meeting rooms and plenary room		

Complimentary riser in exhibit area		
Complimentary room setups and re-sets as required for the program		
Storage / Receivables prior complimentary		
Complimentary Internet in meeting space and guest rooms.		
Office to have coffee/cold drinks.		
Green Initiatives - Identify environmental policy & practices		
Howes Group Contract Clauses to be reviewed and included.		
FOOD AND BEVERAGE (SCC ONLY)		
Hold the menu prices for the event to the year the contract is signed		
Hotel to prepare 3% over the final food guarantee provided by the client for conference meals		
Green Initiatives - Identify environmental policy & practices		

HOTEL VENUE NAME:	SALES MANAGER:	DATE:
REQUESTED CONCESSION	YES/ NO	COMMENTS
ROOMING CONCESSIONS		
Complimentary Internet in meeting space and guest rooms.	Yes	Automatic now for all guests
20% attrition	No	
Room rates confirmed and commissionable for 2021	Yes	
Complimentary 2 junior and 1 Presidential suites	Yes – comp upgrades	Complimentary upgrades
10 Comp upgrades (from standard rooms to suites)	no	
1:40 cumulative guest rooms	Yes	
8-10 staff rooms at a reduced rate	Yes	25% off group rates
Storage / Receivables prior complimentary.	No	
Room rates confirmed and commissionable for 2021 (No Escalator)	Yes	confirmed for 2022 as that is the year we are bidding on
Cut off date 21 days prior to event	Yes	
Howes Group Contract Clauses to be reviewed and included.		We can review these and discuss but please note: <i>The Westin Edmonton contract has been prepared and reviewed by our legal team. We believe this agreement provides fair representation to both parties and as such, all rates, space, dates, terms and conditions listed in this proposal are contingent on the hotel contract being the sole operative document for this event. If changes to the contract are required, the hotel will provide our legal counsel contact information for negotiations. The legal fees for the contract negotiations will be added to the group's final invoice at the conclusion of the event.</i>
3-day Pre and Post rates	Yes	Based on availability
Welcome gift in room for President	Yes	
Complimentary room for the meeting manager (upgraded to a suite)	No	
Complimentary parking for overnight guests; 6	no	

complimentary parking passes for duration of conference.		
Green Initiatives - Identify environmental policy & practices	yes	<p>The Westin Edmonton has been awarded a 4 Green Key rating by the Hotel Association of Canada in recognition of our commitment to reduce waste and protect the environment through:</p> <ul style="list-style-type: none"> • <i>Energy & Water Conservation</i> • <i>Waste Minimization & Environmentally Responsible Purchasing</i> • <i>Enhanced Indoor Environmental Quality</i> • <i>Raising Awareness</i> <p>MAKE A GREEN CHOICE (MAGC) is Starwood's guest-facing sustainability program in which guests can choose to help reduce our environmental footprint. Guests can <i>Make a Green Choice</i> by foregoing full housekeeping for up to three days in a row (excluding their check-out day). For each night a guest opts into MAGC, they receive 500 Starpoints or a \$5 Food & Beverage voucher.</p>

FUNCTION SPACE (SCC ONLY)

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Storage / Receivables prior complimentary		
Complimentary Internet in meeting space and guest rooms.		
Office to have coffee/cold drinks.		
Green Initiatives – Identify environmental policy & practices		
Howes Group Contract Clauses to be reviewed and included.		

FOOD AND BEVERAGE (SCC ONLY)

Hold the menu prices for the event to the year the contract is signed		
Hotel to prepare 3% over the final food guarantee provided		

by the client for conference meals		
Green Initiatives – Identify environmental policy & practices		

EDMONTON
All in.