

Independent Event Contractor Call-Out for Volunteer Coordinator
Chilliwack's 2020 Canada Day Celebrations

The City of Chilliwack is seeking an independent contractor to coordinate the Volunteerism aspects of the ***City of Chilliwack Canada Day Celebrations***. The successful proponent of this call-out will agree to accept this responsibility and provide the following services to the City:

- 1.1. Oversee the coordination of all aspects pertaining to Volunteerism for the July 1, 2020 City of Chilliwack Canada Day Celebration with an option to renew as Volunteer Coordinator for the 2021 City of Chilliwack Canada Day Celebration if agreed upon by both the City and the Contractor. Responsibilities to coordinate for 2020 include but are not limited to: recruit, orientate, and schedule volunteers, manage volunteers during event, and coordinate related logistics such as volunteer appreciation
- 1.2. Provide the City of Chilliwack, via the Recreation and Culture department, with situation reports on the following dates: February 28th, March 20th, April 17th, May 15th, May 29th, June 12th, June 26th, and a summary report no later than July 31st, 2020.
- 1.3. Submit any revenue generated through sponsorship or vending fees to the City of Chilliwack, who will act as the financial controller for the City of Chilliwack Canada Day Celebrations.
- 1.4. Ensure all invoices for services rendered in the undertaking of the City of Chilliwack Canada Day Celebrations are submitted to the City of Chilliwack for processing.
- 1.5. Provide the City with as much time as is reasonably required to effectively support, deliver and maintain the program.
- 1.6. This is not an exclusive arrangement and the successful proponent is permitted to provide similar services to other organizations, under the condition that the goals and objectives of the City are maintained. However, any possible conflicts of interest between the City and any other organizations or agencies are avoided.
- 1.7. The successful proponent will be insured for general liability in the amount of \$5,000,000 and will provide a copy of a certificate that lists the City of Chilliwack as additionally insured.

For the purpose of this call-out, the proponent is to provide an overview of their proposed Canada Day Celebration, an outline of experience in event planning along with a reference.

All enquiries in regards to this call-out can be directed to:

Ted Chu

Community Coordinator

City of Chilliwack

604.793.2749

Chu@chilliwack.com

Proposals must be received by Ted Chu no later than **4:00 pm, Friday, February 7, 2020**. No proposals will be accepted after that time.

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