



**FEDERATION OF CANADIAN MUNICIPALITIES
2018 CONFERENCE ADVISORY COMMITTEE
MINUTES
February 1, 2018**

PRESENT: Councillor Russell Walker, Chair
Councillor Bill Karsten
Councillor David Hendsbee

REGRETS: Mayor Mike Savage
Deputy Mayor Wayne Mason
Councillor Sam Austin, Vice Chair
Councillor Steve Craig
Councillor Lindell Smith

STAFF: Marion Currie, Program Manager, Corporate and Customer Services
Dee Vipond, Sub-committee Chair, FCM Social Events
Maggie MacDonald, Managing Director of
Government Relations and External Affairs
Sharon Chase, Legislative Assistant

The following does not represent a verbatim record of the proceedings of this meeting.

The agenda, reports, supporting documents, and information items circulated are online at halifax.ca.

The meeting was called to order at 1:05 p.m. and adjourned at 1:55 p.m.

1. CALL TO ORDER

The meeting was called to order at 1:05 p.m. in Halifax Hall, City Hall, 1841 Argyle Street, Halifax.

2. APPROVAL OF MINUTES – January 11, 2018

MOVED by Councillor Karsten, seconded by Councillor Hendsbee

THAT the minutes of January 11, 2018 be approved as presented.

MOTION PUT AND PASSED.

3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS

The agenda was approved as presented.

4. BUSINESS ARISING OUT OF THE MINUTES

Marion Currie, Program Manager, confirmed that as the host city Halifax Regional Municipality (HRM) will be provided with 10 full delegate registration badges. They suggested that the Chief Administrative Officer might reach out to Directors to recommend who should attend.

5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS – NONE

6. CONSIDERATION OF DEFERRED BUSINESS – NONE

7. CORRESPONDENCE, PETITIONS & DELEGATIONS – NONE

8. INFORMATION ITEMS BROUGHT FORWARD – NONE

9. REPORTS/DISCUSSION

9.1 STAFF

9.1.1 Social Program update

It was noted that there had been a computer glitch on the conference webpage where the Mayor's Welcome Reception was shown as being sold out. This was corrected but concerns were raised that it left the wrong perception and could influence delegate's attendance.

Marion Currie reviewed the social events which will be hosted by HRM: the Mayor's Welcome Reception on Friday, the Gala Event on Sunday, and lunches and snacks throughout the conference. Roberta Dexter of Strategic Meeting Designs has been selected to plan these events. The events will be created to showcase the two sides of Halifax; the Welcome Reception being an upbeat, hip, metropolitan festival and the Gala being a traditional kitchen party.

Dee Vipond, Sub-committee Chair FCM Social Events, went through the details of the Gala Event. It will be held at the Cunard Centre and they expect 2500 guests to attend. This will be the largest group hosted for a sit-down dinner at the venue. RCR Hospitality Group have mocked the space to ensure maximized seating; they have also factored in two performance stages and can provide the pier side as an overflow option.

The Committee reviewed the budget and ticket recovery cost from FCM. They would like to ensure that local beverage offerings are highlighted and agreed that one drink ticket and two bottles of wine on the tables would be the best approach. Menu options were reviewed and the all you can eat parade of lobster (or alternative meal) and sample platters on the tables was chosen. Dee will work with RCR to see if there might be options for more variety on the platter. The Committee indicated that there may be sponsorship opportunities from local beverage and seafood providers. The entertainment offerings and experience will

flow throughout the event. The Committee reviewed entertainment options and more specific details will follow at the March meeting.

The Committee was asked to consider having a legacy project tied to the Conference. FCM incorporates a tree planting annually as their legacy project.

9.1.2 Sponsorship update

Marion Currie provided an update. \$95,000 of the \$250,000 target has been secured. Shaw Communications and Canadian National Railway are sponsoring the Mayor's Reception. Black and McDonald and TREES Canada are sponsoring study tours and Dillon Consulting are sponsoring the production of volunteer t-shirts. The Province of Nova Scotia has provided sponsorship of \$50,000.

It was agreed that sponsorship of the Gala Event should be pursued noting that RCR and FCM considerations would have to be taken into account.

9.2 COMMITTEE

10. ADDED ITEMS

11. DATE OF NEXT MEETING – March 1, 2018 at 1:00 p.m., Halifax Hall

12. ADJOURNMENT

The meeting adjourned at 1:55 p.m.

Sharon Chase
Legislative Assistant