



**FEDERATION OF CANADIAN MUNICIPALITIES
2018 CONFERENCE ADVISORY COMMITTEE
MINUTES
April 18, 2018**

PRESENT: Councillor Russell Walker, Chair
Councillor Sam Austin, Vice Chair
Councillor Lindell Smith
Councillor David Hendsbee

REGRETS: Councillor Bill Karsten
Councillor Steve Craig
Deputy Mayor Wayne Mason
Mayor Mike Savage

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
Ken Benoit, Sub-committee Chair- Volunteers
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 1:07 p.m. and adjourned at 1:42 p.m.

1. CALL TO ORDER

The Chair called the meeting to order at 1:07 p.m. in the Barrington Room, City Hall, Halifax.

2. APPROVAL OF MINUTES – March 1, 2018

MOVED by Councillor Smith, seconded by Councillor Austin

THAT the minutes of March 1, 2018 be approved as distributed.

MOTION PUT AND PASSED.

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

MOVED by Councillor Hendsbee, seconded by Councillor Smith

THAT the agenda be approved as presented.

MOTION PUT AND PASSED.

4. BUSINESS ARISING OUT OF THE MINUTES- NONE

5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS – NONE

6. CONSIDERATION OF DEFERRED BUSINESS – NONE

7. CORRESPONDENCE, PETITIONS & DELEGATIONS

7.1 Correspondence

7.1.1 received from P4G Team, dated April 18, 2018

The Committee agreed to discuss this further as an added item.

7.2 Petitions - None

7.3 Presentations- None

8. INFORMATION ITEMS BROUGHT FORWARD – NONE

9. REPORTS/DISCUSSION

9.1 STAFF

9.1.1 Social Events Update

Dee Vipond, Sub-committee Chair FCM Social Events, reported that entertainment is being finalized and that DRUM has been confirmed as the headlining act for the Gala Dinner. FCM advised that some delegates will be departing Halifax that morning and will not be able to attend. The numbers for this event have been revised to 2100 as a result. Sponsoring of local beverages and local taste sampling is being pursued.

The Committee noted that a separate seating area should be secured for those not eating lobster to ensure everyone is able to participate and enjoy the event. Dee will check with FCM and determine the number who have opted for an alternate meal to assist in estimating the size of this seating area. The online event description will also be checked and updated to reflect this change.

Dee Vipond also provided an update on the Mayor's Reception. Taste of Nova Scotia will be providing some food and beverage sampling and there will be a small performance stage.

The Committee asked that these two events be placed in the Councillor's calendars. Ken Benoit will ensure appointments are sent.

9.1.2 Volunteer update

Ken Benoit, Sub-committee Chair Volunteers, noted that there are over 100 volunteers and team leads have been identified. Fire Services have 20 people who volunteered for kit bag stuffing. FCM will make a \$2000 donation to United Way on Fire Service's behalf as compensation. The volunteer t-shirts have been sponsored by Dillon Contracting and will cost \$12.75 each. They are ocean/sky blue with the Halifax logo on the front, Dillon contracting logo on the sleeve and the word Volunteer on the back. French speaking volunteers will have Benevole on the back to distinguish them for delegates. The volunteer lounge will be set up next to the companion and child minding lounges.

9.1.3 Sponsorship, Registration and Hotel Updates

Marion Currie, Program Manager, updated the committee on key statistics.

Sponsorship is now at \$181,000 with 3 more companies; Telus, Deloitte and Labatt's deciding on their contribution amounts. CN and Shaw are naming sponsors. TD Canada Trust, Scotiabank and Sobeyes have also provided sponsorship. Currie thanked the Mayor's Office for their support in helping to reach the goal of \$200,000.

Registration numbers are as follows: 2225 delegates, 571 companions, 182 trade show booths and 8 speakers. The Committee would like to know the number of Nova Scotia delegates.

Hotel update is as follows: 17,000 rooms, 94 waitlists accommodated and 84 declined room offers as they had made their own accommodation arrangements. The Committee wanted to ensure that delegates are provided transportation even if outside the main hotel blocks and would like to get a sense of hotel availability within the city during the conference dates. It was suggested that the Hotel Association may be able to provide these numbers.

9.2 COMMITTEE

9.2.1 FCM Board Concerns

It was confirmed that bilingual tours will be available with either a bilingual tour guide or bilingual volunteer assigned. 70% of tours are booked in advance with 30% held for on-site/same-day bookings. It was also confirmed that child care is arranged with a designated space near the volunteer and companion lounges. The Committee would like to know how many children have been identified to date. The companion tours are booking up quickly with the most popular being: Wine Tours, Peggy's Cove, Lunenburg and Tall Ships.

10. ADDED ITEMS

10.1 Placemaking 4G

Councillor Smith explained that this recruitment company is working with a new business model and would like the opportunity to share information about the community interest model they are using.

MOVED by Councillor Smith, seconded by Councillor Hendsbee

THAT the FCM Conference Advisory Committee recommend that the Project Manager forward this correspondence to the FCM organizers for their consideration.

PUT AND PASSED

11. DATE OF NEXT MEETING – May 2, 2018 at 1:00 p.m., Halifax Hall

12. ADJOURNMENT

The meeting adjourned at 1:42 p.m.

Sharon Chase
Legislative Assistant