



**FEDERATION OF CANADIAN MUNICIPALITIES
2018 CONFERENCE ADVISORY COMMITTEE
MINUTES
May 16, 2018**

PRESENT: Councillor Russell Walker, Chair
Councillor Sam Austin, Vice Chair
Councillor Bill Karsten
Councillor Steve Craig
Councillor David Hendsbee
Councillor Lindell Smith
Mayor Mike Savage

REGRETS: Deputy Mayor Wayne Mason

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
Cathie Barrington, Manager Councillor's Support
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 1:02 p.m. and adjourned at 1:32 p.m.

1. CALL TO ORDER

The Chair called the meeting to order at 1:02 p.m. in Halifax Hall, City Hall.

2. APPROVAL OF MINUTES – April 18, 2018

MOVED by Councillor Austin, seconded by Councillor Hendsbee

THAT the minutes of April 18, 2018 be approved as presented.

MOTION PUT AND PASSED.

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

Additions:

10.1 FCM tree planting

MOVED by Mayor Savage, seconded by Councillor Karsten

THAT the agenda be approved as amended.

MOTION PUT AND PASSED.

Two-thirds vote required.

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- NONE

8. INFORMATION ITEMS BROUGHT FORWARD – NONE

9. REPORTS/DISCUSSION

9.1 STAFF

9.1.1 Social Events Update

Dee Vipond, FCM Social Events, shared the finalized numbers: 2300 Mayor's Reception and 2100 Gala Dinner; these are the highest attendance numbers for this conference. 17 delegates have identified themselves as having a shellfish allergy, a separate seating section has been arranged to accommodate 30 people. There will be first aid on-site and monitoring the event. Vipond attended the Rendezvous Gala at the Cunard Centre to review the setup and observe how the lobster parade was executed. They showed the Committee a sample of the Sou'wester that will be at each place setting. Tables have been reserved for: HRM Councillors, FCM Board Members and the International Delegation. Vipond reviewed the entertainment line-up noting that there will be a few speeches, but mostly entertainment. DRUM will have a 45-minute set. The entertainment line-up for the Mayor's Reception was reviewed. In addition, a small performance stage will be set up on the Argyle Street level. Halifax Transit have arranged a photo booth type vignette of the Halifax Ferry and will distribute postcards of the ferries.

9.1.2 Volunteer Update

Ken Benoit, FCM Volunteers, reported that there are between 100-120 volunteers and they are on track with scheduling. There will be a thank-you reception arranged for the volunteers on July 12th.

9.1.3 Sponsorship, Registration and Hotel Updates

Marion Currie, Program Manager, reported that \$228,200 in sponsorship has been captured; the stretch goal was \$250,000. Most sponsors are tied to the events. Labatt's offer was reduced to \$25,000 and Fireworks FX also changed based on their offers and what was acceptable and workable for the events. Jost have provided a pricing discount on 420 bottles of wine at the Cunard Centre and wine pouring at the Mayor's Reception. Garrison has also been contacted. 2443, a record number of participants will be attending. The trade show is sold out with 182 booths. There are 6 children registered for the daycare program. A breakdown of Nova Scotia delegates was provided: 199 delegates, 45 companions and 39 municipalities represented. The hotel update has 16,029 rooms booked for 65,000 room nights. There were 94 individuals on the waitlist and when contacted 84 declined being added as they had made their own reservations. 12 delegates have booked outside of the downtown core.

9.1.4 Transportation Update

Cathie Barrington, Manager Councillor's Support, reviewed transportation arrangements. Atlantic Tours and Halifax Transit will be providing daily shuttles and event transportation. The Delta Halifax has been included in the group of hotels serviced. There are 12 delegates with mobility issues and individual arrangements have been made for their transportation. The study tours will be 100% accessible through Halifax Transit. Grafton Street will be the drop off and pick up location at the Convention Centre. Ambassadors will be responsible for the Mayor's Reception.

9.2 COMMITTEE

10. ADDED ITEMS

10.1 FCM Tree Planting

The tree planting will take place at Grand Parade by the church and is being arranged by John Simmons, Urban Forester, and Trees Canada. The Mayor will make a speech. Based on past practice they usually plant the provincial tree. Nova Scotia's provincial tree is the red spruce.

PUT AND PASSED

11. DATE OF NEXT MEETING – June 13, 2018 at 1:00 p.m., Halifax Hall

12. ADJOURNMENT

The meeting adjourned at 1:32 p.m.

Sharon Chase
Legislative Assistant