



**FEDERATION OF CANADIAN MUNICIPALITIES  
2018 CONFERENCE ADVISORY COMMITTEE  
MINUTES  
September 6, 2017**

**PRESENT:** Councillor Russell Walker, Chair  
Councillor Sam Austin, Vice Chair  
Deputy Mayor Steve Craig  
Councillor David Hendsbee  
Councillor Bill Karsten  
Councillor Wayne Mason  
Councillor Lindell Smith

**REGRETS:** Mayor Mike Savage

**STAFF:** Cathie Barrington, Manager, Councillor's Support  
Phoebe Rai, 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](http://halifax.ca).*

*The meeting was called to order at 1:02 p.m. and adjourned at 1:45 p.m.*

## **1. CALL TO ORDER**

The meeting was called to order at 1:02 p.m. in Halifax Hall, City Hall, 1841 Argyle Street, Halifax.

## **2. APPROVAL OF MINUTES – July 17, 2017**

MOVED by Councillor Hendsbee, seconded by Councillor Karsten

**THAT the minutes of July 17, 2017 be approved as presented.**

**MOTION PUT AND PASSED.**

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

MOVED by Councillor Hendsbee, seconded by Councillor Karsten

**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 – NONE**

## **8. INFORMATION ITEMS BROUGHT FORWARD – NONE**

## **9. REPORTS/DISCUSSION**

### **9.1 STAFF**

#### **9.1.1 Sponsorship Opportunity for Mayor's Welcome Reception**

The following was before the Committee:

- A letter dated July 10, 2017 from Marion Currie, Project Manager, Corporate and Customer Services regarding Sponsorship of the FCM Mayor's Welcome Reception

The Committee held a discussion regarding the opportunity to have Shaw Communications sponsor the Mayor's Welcome Reception. Key highlights include:

- The sponsorship would not be exclusive; the Mayor would retain control over the event;
- The Committee had no concerns regarding Shaw sponsorship, given the above, aside from questions surrounding the four free conference registrations and whether that cost would be absorbed by the municipality or by FCM;
- Staff looking to hire a consultant to focus on sponsorships for social events, will provide update at future meeting; and
- The committee emphasized that it was important to get sponsorship packages out soon.

#### **9.1.2 Conference Facilities Update**

Cathie Barrington, Manager of Councillor's Support, advised:

- Staff are planning for the Committee to tour the Nova Centre facilities in mid-October;
- The facility for the Mayor's Reception has not been fully confirmed; and
- Since 2011 there have been an additional 316 hotel rooms built downtown for a total of 2884.

### **9.1.3 Sub-Committee Updates**

Cathie Barrington, Manager of Councillor's Support, provided sub-committee updates.

#### Transportation:

- HRM must provide transportation for any distance greater than 1.4 kilometers, but given Halifax's steep terrain perhaps a lower threshold is appropriate;
- The Committee agreed that there should be shuttles running on a loop at least every hour excluding only hotels within one block of the Nova Centre; and
- Staff will be drafting a memo to Halifax Transit to ask what they are prepared to offer in kind; the memo will be shared with Chair & Vice Chair.

#### Volunteers:

- The call for volunteers is on the HRM Employee Hub; they are seeking 250-300 volunteers;
- Staff are reaching out to civic events, other volunteer lists, considering ways to grab people's attention;
- Volunteer t-shirts being designed to clearly identify volunteers. The Committee suggested French-speaking volunteers be clearly identifiable.

#### Companion Program:

- Halifax area plans are well underway; staff are now considering options for Dartmouth-HarbourEast-Marine Drive area.

#### Study Tours:

- Staff are solidifying options for the Committee to consider at their next meeting;
- The Committee suggested contacting the Port Authority and Bridge Commission.

#### Social/Gala Dinner:

- Committee members spoke to the possibility of using screens in the Nova Centre gathering space to increase seating capacity to 3000. They requested staff to investigate and ensure kitchen capacity of same.

### **9.1.4 Conference Promotional Materials: HRM/FCM pins**

The following was before the Committee:

- A handout entitled FCM Lapel Pin Options

The Committee held a brief discussion regarding the options for ordering lapel pins. They questioned what image was used for the quotes and whether there would be a lower per-unit cost if the quantities were larger. Staff agreed to bring additional information to a future meeting.

### **10. ADDED ITEMS – NONE**

### **11. DATE OF NEXT MEETING – October 4, 2017 at 1:00 p.m. in Halifax Hall**

### **12. ADJOURNMENT**

The meeting adjourned at 1:45 p.m.

Phoebe Rai  
Legislative Assistant