



**FEDERATION OF CANADIAN MUNICIPALITIES  
2018 CONFERENCE ADVISORY COMMITTEE  
MINUTES  
October 4, 2017**

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

**REGRETS:** Mayor Mike Savage  
Councillor Wayne Mason

**STAFF:** Marion Currie, Program Manager, Corporate and Customer Services  
Debbie Brown, Executive Coordinator to the Chief Administrative Officer  
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 1:25 p.m. and adjourned at 2:25 p.m.*

## **1. CALL TO ORDER**

The meeting was called to order at 1:25 p.m. in Halifax Hall, City Hall, 1841 Argyle Street, Halifax.

## **2. APPROVAL OF MINUTES – September 6, 2017**

MOVED by Councillor Karsten, seconded by Councillor Austin

**THAT the minutes of September 6, 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 Karsten, 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 – NONE**

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

## **9. REPORTS/DISCUSSION**

### **9.1 STAFF**

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

MOVED by Councillor Karsten, seconded by Councillor Austin

**THAT the FCM 2018 Conference Advisory Committee approve Shaw Communications as the sponsor of the Mayor's Welcome Reception.**

Marion Currie, Program Manager, Corporate and Customer Services responded to questions of clarification, noting that the funds provided by the sponsor would come to HRM, rather than FCM, and would cover any costs associated with participation. Tickets to the conference will be provided at a cost to FCM.

**MOTION PUT AND PASSED.**

#### **9.1.2 Sponsorship Update**

Marion Currie, Program Manager, Corporate and Customer Services advised that staff sent out a Request for Qualifications and a Request for Proposals, but there has been no response. Currie noted that sponsorship consultants generally receive a twenty percent commission.

Committee members asked for details regarding how much had been raised for the conference in previous years, specifically the conference hosted by Winnipeg. Currie responded that staff are meeting with an FCM representative and should be able to bring this information forward for the Committee.

The Committee entered into a discussion regarding the setting of a sponsorship target. Currie noted that staff will not exceed the budget set by Council, unless directed further by Council. Any funds raised would be offset by a reduction in the municipality's spending.

MOVED by Councillor Hendsbee, seconded by Councillor Austin

**THAT the FCM 2018 Conference Advisory Committee approve an overall sponsorship target of \$250,000 for the 2018 event.**

It was noted that the funds provided by the province and from Shaw Communications would be included in the \$250,000, leaving a remaining target of \$180,000.

**MOTION PUT AND PASSED.**

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

The following was before the Committee:

- A handout containing the design for the pins

The Committee held a brief discussion regarding the options for ordering lapel pins. They expressed interest in receiving quotes for ordering quantities of 1000, 3000, and 5000 pins in metal, acrylic or "button" style. It was suggested the pin could be done in 4 shades of blue on white if that would reduce costs.

### **9.1.4 Conference Facilities Update**

Marion Currie, Program Manager, Corporate and Customer Services advised that the Cunard Centre has been booked for the Gala Dinner, and that the Trade Centre interested in hosting the Mayor's Reception. Staff are still working to finalize the details.

### **9.1.5 Sub-Committee Updates**

The following was before the Committee:

- A handout outlining the tentative companion tour plans

Marion Currie, Program Manager, Corporate and Customer Services provided sub-committee updates, noting the following:

Transportation: A letter from the Chair was provided to the Director of Halifax Transit

Volunteers: The Chief Administrative Officer shared letters with business unit directors to encourage them to enable their staff to volunteer.

Study Tours: The Committee will be provided a fulsome update at the next meeting.

Social/Gala Dinner: As discussed under item 9.1.4, see above.

Debbie Brown, Executive Coordinator to the Chief Administrative Officer provided an overview of the plans for the companion program. Brown noted that staff had considered several criteria including their popularity during the last conference in Halifax, distance, travel time, cost, physical challenges, and locations. Staff propose that there will be approximately nine tours offered. It was noted that none of the cost estimates had yet been finalized; Brown advised that this information could be brought forward to the next Committee meeting.

MOVED by Councillor Karsten, seconded by Councillor Smith

**THAT the FCM 2018 Conference Advisory Committee approve in principle Tours 1 through 7 as discussed at the meeting held October 4, 2017.**

**MOTION PUT AND PASSED.**

**10. ADDED ITEMS – NONE**

**11. DATE OF NEXT MEETING – November 15, 2017 at 1:00 p.m. in Halifax Hall**

**12. ADJOURNMENT**

The meeting adjourned at 2:25 p.m.

Phoebe Rai  
Legislative Assistant