



**FEDERATION OF CANADIAN MUNICIPALITIES
2018 CONFERENCE ADVISORY COMMITTEE
MINUTES
January 11, 2018**

PRESENT: Councillor Russell Walker, Chair
Councillor Sam Austin, Vice Chair
Councillor Bill Karsten
Councillor Lindell Smith
Councillor Steve Craig

REGRETS: Councillor David Hendsbee
Mayor Mike Savage
Deputy Mayor Wayne Mason

STAFF: Marion Currie, Program Manager, Corporate and Customer Services
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 1:06 p.m. and adjourned at 1:37 p.m.

1. CALL TO ORDER

The meeting was called to order at 1:06 p.m. in the Executive Boardroom, City Hall, 1841 Argyle Street, Halifax.

2. APPROVAL OF MINUTES – December 15, 2017

MOVED by Councillor Karsten, seconded by Councillor Austin

THAT the minutes of December 15, 2017 be approved as presented.

MOTION PUT AND PASSED.

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

Additions:

10.1 Staff Attendance at the Conference

MOVED by Councillor Karsten, seconded by Councillor Smith

THAT the agenda be approved as amended

Two-third majority vote required.

MOTION PUT AND PASSED.

4. BUSINESS ARISING OUT OF THE MINUTES

Marion Currie, Program Manager, Corporate and Customer Services, confirmed that the Conference pins have arrived and are with Cathy Barrington, Council Support. A sample of the pins was shared with the Committee.

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 Prospects

The following was before the Committee:

- Sponsorship Prospects list

Marion Currie updated the Committee on Sponsorship. Procurement provided a list of high level contacts (using over \$100K as a benchmark). A sponsorship package will be sent out with a cover letter describing the event and options for the levels of participation asking interested parties to contact the Municipality. Marion will provide the Committee with a sample of this package. They reviewed the process chosen which was to ensure transparency with sponsorship: a newspaper ad was placed asking for interest in sponsorship (with no response), followed by these packages being sent out and finally direct contact from staff to groups they have identified as potential sponsors.

Marion provided a brief update to the Committee on Social Programming. Requests for Proposal have been evaluated and reference checks are presently being done. This should be awarded early next week. A full update on Social Programming will be presented at the next Committee meeting.

9.1.2 Hotel Bookings and Availability

A conference call was placed with Carol and Matt from FCM to review hotel bookings. 6300 room nights have been booked which has met capacity. A wait list has been created. They confirmed this is not unusual at this stage and that it can be managed. From a customer service perspective, the approach has been to encourage people to make alternative arrangements as well as offering to place them on a wait list. Some delegates have made personal accommodation bookings. They confirmed that all hotels which meet FCM's criteria have been booked and that they have reached the limit on hotels based on FCM's financial requirements for existing room commitments. Historically the shortage of availability will resolve around March when booking/reservation changes have been made, this will free up rooms which will be held by FCM and the wait list consulted. At a later date the conference registration list will be cross-referenced against hotel bookings which can be used to highlight any transportation needs. Registration will begin online next week once the website is ready, with the target launch being Wednesday January 17. It was confirmed that exhibitors are included in the hotel blocks. The Committee asked if FCM had experienced delegates not attending the conference as a result of lack of accommodation through the conference room blocks. Carol and Matt stated that historically this resolves itself and that they continue to communicate and be available to delegates. They will be coming to Halifax in late February, early March and hope to coordinate this visit to include a Committee meeting.

9.2 COMMITTEE

10. ADDED ITEMS

10.1 Staff Attendance at the Conference

The Committee discussed the potential of having staff attend Conference sessions. At previous conferences, some general conference passes were circulated allowing staff to attend various sessions. Marion will investigate and confirm the options available and bring this information back to the Committee.

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

12. ADJOURNMENT

The meeting adjourned at 1:37 p.m.

Sharon Chase
Legislative Assistant