

FCM 2011 CONFERENCE COUNCIL ADVISORY COMMITTEE
MINUTES

April 11, 2011

PRESENT: Councillor Russell Walker, Chair
Deputy Mayor Jim Smith
Councillor Mary Wile
Councillor David Hendsbee
Councillor Lorelei Nicoll

REGRETS: Councillor Reg Rankin
Councillor Bill Karsten

STAFF: Ms. Marion Currie, Project Manager
Ms. Christen MacDonald, Companion Program
Ms. Rhonda MacKinnon, Volunteers
Mr. Andre MacNeil, Study Tours
Ms. Sheilagh Edmonds, Legislative Assistant

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1. CALL TO ORDER

The Chair called the meeting to order at 3:03 p.m. in Halifax Hall, City Hall.

2. APPROVAL OF MINUTES – December 16, 2010

It was noted that Councillor Hendsbee's name was omitted as being present in the minutes.

MOVED by Councillor Wile, seconded by Councillor Nicoll that the minutes of December 16, 2010, as amended, be approved. MOTION PUT AND PASSED.

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

There were no additions or deletions to the agenda. **MOVED by Councillor Nicoll, seconded by Councillor Wile that the agenda as presented be approved. MOTION PUT AND PASSED.**

4. BUSINESS ARISING OUT OF THE MINUTES/ DEFERRED BUSINESS: None

5. CORRESPONDENCE, PETITIONS & DELEGATIONS - None

6. REPORTS:

6.1 Review of Host City Responsibilities

Ms. Currie circulated a document which provided an outline of HRM Responsibilities for the FCM Conference. Ms. Currie reviewed the document and responded to questions.

Deputy Mayor Smith entered the meeting at 3:08 p.m.

6.2 Sub-committee Updates

Ms. Currie circulated information concerning the number of registered delegates as of April 1, 2011. She advised that to date they have surpassed any previous FCM registration, and that there are 1599 delegates and 585 companions registered.

Updates were provided with regard to the gala dinner, study tours, companion tours, and communications.

A discussion ensued with regard to the idea of placing banners around the area of City Hall as a way of promoting the Conference as well as other options which may be more cost effective. Ms. Currie advised that she would look into the options and report back to the Committee.

Ms. Currie noted that transportation for the Mayor's reception will be carried out by Ambassadors only, as Metro Transit cannot assist because the timing is at peak hours for transit.

6.3 Council Seating Arrangements – Sunday Night Social

Ms. Currie reviewed the arrangements for the Sunday Night Kitchen Party. She advised that the organizer can accommodate reserved seating for the councillors but they will need to know in advance.

There was general consensus that there be assigned seating.

Ms. Currie advised that due to capacity constraints, there will be people who will not be able to attend the Sunday night dinner. She added that to address this issue, a booth will be set up for those who have a ticket but can't attend the dinner, and for those that want to attend but don't have a ticket. As well, she advised that representatives of Destination Halifax will be onsite to provide restaurant information for those who are not able to attend the dinner, but would like to dine out on traditional local food.

Ms. Currie circulated and reviewed the budget update.

Mr. Andre MacNeil provided an update on the study tours. He noted that recently FCM asked that they not book any tours before 10:30 a.m. so this will mean some reshuffling, and more of the tours will be happening over the lunch time. Mr. MacNeil advised that FCM suggested that a councillor be onboard of each of the study tours. He explained that the councillor will act as an informal host for the tour. He added that Cathie Barrington was organizing this aspect.

Ms. Christen MacDonald provided an update on the Companion Tours. She noted that this afternoon she viewed the area set aside for the companions' lounge, and she was finalizing the hours of operation. She advised that FCM requires the area to be open 30 minutes before and 30 minutes after a tour. Ms. MacDonald noted that there are 33 tours in total and if it is determined that registration numbers are low for particular tours then some of the tours will be collapsed. She also advised that they are working on getting a downtown map that would be easy to use such as a one-sheet hand out.

Ms. Rhonda MacKinnon provided an update on the Volunteer Program. She noted that she has a volunteer application form prepared and that they will require approximately 200 volunteers. She added that she is currently waiting for FCM to send her their requirements. Ms. MacKinnon advised that she would like a decision from the Committee today with regard to advertising for volunteers. She noted that staff would like to be able to advertise externally and internally at the same time.

The Chair pointed out that in a previous meeting, Councillor Rankin expressed the view that staff should be seeking volunteers from the community first.

In response to a question by Councillor Wile, Ms. Currie advised that she would check with FCM to see if they require the volunteers to go through a security clearance.

Following a discussion, it was agreed that staff would advertise for volunteers, both externally and internally, at the same time.

6.4 Registration for Councillors from FCM Budget

Ms. Currie advised that each year the Councillors' Office will budget for seven or eight councillors to attend the FCM annual conference. With the conference being held in Halifax this year, all but one councillor is attending, and Ms. Barrington was wondering if there was money in the conference budget to offset the costs of the extra councillors to attend the conference. Ms. Currie noted that there were sufficient funds to cover the extra councillors

MOVED by Councillor Nicoll, seconded by Councillor Hendsbee that the FCM 2011 Conference budget cover the costs of the additional councillors attending the conference. MOTION PUT AND PASSED.

7. NEW BUSINESS:

7.1 Fundraising for Scholarship Funds-Women in Politics – Councillor Wile

Councillor Wile noted that a requirement of the Conference is for the host city to raise money for scholarship funds for women who wish to get involved in politics. She added that most of the funds they receive is from the breakfast, but another part of the fundraising, called 'Men for Women' comes from men working together on a fundraiser to raise money.

A brief discussion ensued and the Chair advised that he and Deputy Mayor Smith would meet to discuss this further.

8. ADDED ITEMS: None

9. DATE OF NEXT MEETING – April 21, 2011

10. ADJOURNMENT

The meeting adjourned at 4:32 p.m.

Sheilagh Edmonds
Legislative Assistant