

FCM 2011 CONFERENCE COUNCIL ADVISORY COMMITTEE  
MINUTES

April 21, 2011

PRESENT: Councillor Russell Walker,  
Councillor Bill Karsten  
Councillor Mary Wile  
Councillor David Hendsbee

REGRETS: Councillor Lorelei Nicoll  
Deputy Mayor Jim Smith  
Councillor Reg Rankin

STAFF Ms. Marion Currie, Project Manager  
Ms. Cathie Barrington, Transportation  
Ms. Lynn Matheson, Communications  
Ms. Dee Milne, Social  
Mr. Andre MacNeil, Study Tours  
Mr. Doug Mosher, Metro Transit  
Ms. Sheilagh Edmonds, Legislative Assistant

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**1. CALL TO ORDER**

The Chair called the meeting to order at 1:36 p.m. in Halifax Hall, City Hall.

**2. APPROVAL OF MINUTES - None**

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

There were no additions or deletions to the agenda.

**4. BUSINESS ARISING OUT OF THE MINUTES/ DEFERRED BUSINESS - None**

**5. CORRESPONDENCE, PETITIONS & DELEGATIONS - None**

**6. SUB-COMMITTEE REPORTS**

Staff provided updates. The following points were noted:

- There may be a cost associated with using the space at Canada Games Center for the Mayor's reception.
- Staff has contacted the Solid Waste Division in regard to finding a way to recycle the plastic glasses.

At 1:42 p.m. Councillor Hendsbee entered the meeting.

- Discussion ensued concerning the title of the Sunday evening gala dinner and it was agreed that it would be entitled, Kitchen Party on the Pier.
- May 9, 2011 is the deadline for printed material

Ms. Milne advised that due to capacity issues with the gala dinner, FCM did not want to have any other event where people might be turned away. The Farewell Breakfast which is scheduled to be held in Suite 200 at the World Trade and Convention Centre does not meet the capacity required because it is expected that it will have 1500+ in attendance. She suggested the following options:

- have Suite 200 as the main room, with a live feed downstairs at a second location.
- have the Breakfast on the floor of the Metro Centre-- this will be an additional substantial cost because the Metro Centre has not been booked in the name of FCM Conference.
- have the Breakfast at the Cunard Centre—it would have to be booked for the occasion--the tables and chairs and decorations etc. from the previous evening's event could be maintained and used for the Breakfast.
- 

A discussion ensued and there was general consensus that staff go back and get information with respect to costs and ideas of using the Metro Centre for the Farewell breakfast.

Further updates were as follows:

- The water bottles have been ordered; additional T-shirts were ordered; have received pens made out of recycled paper and notepads for the delegates' bags; and the sou'westers will be delivered on April 28.
- Metro Transit will be handling most of the transportation for the study tours; a RFQ for the Friday harbour tour was issued, with only one response received (Murphy's).
- Ambassatours will be handling the transportation for the Mayor's reception
- Shuttle services will be provided for any hotel that is not within a five minute walk.

Ms. Currie noted that at the last meeting there was a question regarding volunteers and security screening. She advised that she followed up with FCM and was told that the volunteers required security clearance. Ms. Currie expressed concern about being advised of this information so late in the process and added that there was no money budgeted for this. She indicated that at past conferences most other municipalities have used their own staff for volunteers, and this would have reduced their requirement for security screening.

- There was general consensus that there should be a communications plan and that a member of HRM's communication staff be delegated to speak on behalf of the conference organizers. Ms. Currie advised that she would follow up with the communications staff.
- It was also suggested that if any committee member has public-relations type of comments to provide, that they submit them to Ms. Currie and she will follow up with the Communications staff.

**7. NEW BUSINESS-** None

**8. ADDED ITEMS -** None

**9. DATE OF NEXT MEETING:** May 19, 2011

It was noted that if Ms. Milne has information with regard to the Metro Centre and Farewell breakfast before the May 19 meeting, then a meeting would be scheduled to deal with that matter

**10. ADJOURNMENT**

The meeting adjourned at 2:45 p.m.

Sheilagh Edmonds  
Legislative Assistant