

FCM 2011 CONFERENCE COUNCIL ADVISORY COMMITTEE  
MINUTES

September 23, 2010

PRESENT: Councillor Russell Walker, Chair  
Councillor Bill Karsten  
Councillor Reg Rankin  
Councillor Jim Smith  
Councillor Lorelei Nicoll  
Councillor David Hendsbee  
Councillor Mary Wile

STAFF: Ms. Marion Currie, Project Manager  
Ms. Dee Milne – Social  
Ms. Cathie Barrington – Transportation and Logistics  
Mr. Andre MacNeil – Study Tours  
Ms. Rhonda MacKinnon – Volunteers  
Ms. Lynn Matheson – Communications and Marketing  
Ms. Sheilagh Edmonds, Legislative Assistant

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**1. CALL TO ORDER**

The Chair called the meeting to order at 1:00 p.m. in the Trophy Room, City Hall.

**2. APPROVAL OF MINUTES**

**MOVED by Councillor Karsten, seconded by Councillor Nicoll that the minutes of May 20, 2010 and June 17, 2010 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 Karsten 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 Study Tours Update**

A briefing form in regard to the work progression of the study tours was submitted.

Ms. Currie advised that the briefing form has been forwarded to the FCM Executive to review and provide feedback based on how things happened in the past. She noted that there has been no change to the 'top ten' list since the Committee last saw it, but they are still considering whether ten maybe too many. She added that the message they have received from FCM is that six may be more feasible.

Ms. Currie responded to questions.

**6.2 Companion Tours Update**

A briefing form updating the progress with regard to the Companion Tours was submitted.

Ms. Currie advised that, since the last meeting, a Request for Proposals (RFP) has been developed for a tour company to look after the companion tours in their entirety— i.e. they would be responsible for the bi-lingual tour guides, tour guides, bus drivers, and HRM would be project leads. She indicated that staff will bring the results of the RFP back to the Committee. She noted the FCM recommended the Request for Proposals, based on how other municipalities have handled this.

At 1:05 p.m. Councillor Wile entered the meeting.

Ms. Currie responded to questions.

### **6.3 Logistics Update**

A briefing form in regard to an update on the procurement process was submitted.

Ms. Barrington reviewed the promotional items being considered for the conference delegates. She indicated that, at this stage, they were simply looking for price quotes.

Ms. Barrington noted that the purchase of stainless steel water bottles for the delegate's bags will highlight the Municipality's focus on sustainability and encourage the delegates to keep the water bottle with them throughout the conference. In addition she advised that note-pads and pens will also be included in the bags. Ms. Barrington added that the other promotional items they are considering include volunteer T-shirts with the HRM and FCM logos and sou'westers for the Gala Dinner. Ms. Barrington explained that, at this point, they will be issuing a Request for Proposals and, depending on the prices which are submitted, they may not be able to purchase all the items.

In response to a question by Councillor Karsten, Ms. Milne advised that there was a suggestion that the sou'westers be handed out at the Gala Dinner, but a firm decision has not yet been made on the best time to distribute them.

For information, Councillor Karsten explained that handing them out upon arrival may not be the best time, recalling that at the Calgary Conference Stetson hats were given to the delegates when they arrived, but many ended up losing them before the end of the conference.

### **6.4 Social Committee Update**

Information regarding options for the food, beverages, and entertainment concerning the Gala Dinner was submitted.

Ms. Milne reviewed the information and noted that it was designed to keep within the budget of \$285,000.

At 1:14 p.m. Councillor Hendsbee entered the meeting.

Ms. Milne indicated that at today's meeting decisions would be required from the Committee on the three aspects of the Gala Dinner.

A discussion ensued, with staff responding to questions.

In response to a question, the Chair asked staff to follow-up and respond at the next meeting on whether the Cunard Centre has exclusive contracts with vendors which the conference will have to use. He pointed out that this maybe something which will impact sponsorship of the Dinner.

**MOVED by Councillor Rankin, seconded by Councillor Karsten that with regard to the dinner menu, a combination of Option 2 and Option 3 be approved. MOTION PUT AND PASSED.**

The Chair referred to the proposed outside reception before the dinner and expressed concern about having any of the events outside. He noted that the weather in Nova Scotia in May or June can be unpredictable and recalled an outdoor event at the Winnipeg Conference in which the weather was so inclement, it left a negative impression in the minds of the delegates that attended.

**MOVED by Councillor Karsten, seconded by Councillor Hendsbee that with regard to the beverage menu, Option 3 be approved. MOTION PUT AND PASSED.**

**MOVED by Councillor Rankin, seconded by Councillor Karsten that, with regard to the entertainment for the Gala Dinner, \$25,000 be approved for the option which includes: DRUM; Raylene Rankin; and the Enhanced Atlantic Canada Ceilidh Band. MOTION PUT AND PASSED.**

Councillor Smith pointed out that during the Toronto Dinner, it was a bit disconcerting that people were continuing to talk through the speeches until their food was served, and he suggested that this be given some consideration so that the same will not happen here.

Ms. Currie concurred with Councillor Smith and noted that there will be fewer speeches than there were in Toronto and that there is flexibility as to when the speeches can be scheduled.

In response to a question by the Chair, Ms. Milne advised that FCM sets the price of the dinner tickets, and that it wasn't known at this time, but she would follow-up on this matter.

#### **6.5. Conference Call & In person meeting with FCM Staff – Update**

Ms. Currie advised that she and the Chair met with representatives from FCM to determine the roles and responsibilities for each of the organizations to deliver a successful event; and this was followed up with a letter to FCM's Conference Chair from Councillor Walker. Ms. Currie also noted that the FCM Hosting Agreement was with HRM's legal services.

#### **6.6 FCM Executive Meeting Update**

Councillor Walker provided an update on the recent FCM Executive Meeting he attended. He advised that an update on the Toronto conference had been presented. Councillor Walker advised that the number of delegates was down from what they were expecting.

#### **6.7 200<sup>th</sup> Anniversary of Peggy's Cove in 2011 RE: Logo**

Councillor Rankin indicated he requested this item to be added to the agenda as he wanted to point out that next year is the 200<sup>th</sup> anniversary of Peggy's Cove and this will be a high profile event. He suggested that Peggy's Cove may be an appropriate location for a tour.

Ms. Currie advised that one of the proposed Companion Tours is to Peggy's Cove.

#### **6.8 Involvement of Other Municipalities**

Ms. Currie advised that she and Ms. Milne met with Mayor Kelly to discuss the possibility of including the involvement of other municipalities in the Mayor's Welcome Reception. However, he felt that since this event would be directed as a welcome to the delegates to HRM, it would not be the best opportunity for the involvement of other municipalities across Nova Scotia.

A brief discussion ensued and Ms. Currie indicated that she would be bringing back a more detailed proposal in regard to the Breakfast.

7. **ADDED ITEMS:** None
8. **DATE OF NEXT MEETING:** October 21, 2010
9. **ADJOURNMENT**

The meeting adjourned at 2:54 p.m.

Sheilagh Edmonds  
Legislative Assistant