

FCM 2011 CONFERENCE COUNCIL ADVISORY COMMITTEE  
MINUTES

May 19, 2011

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

REGRETS: Deputy Mayor Jim Smith

STAFF: Ms. Marion Currie, Project Manager  
Ms. Dee Milne, Social Sub-committee  
Ms. Christen MacDonald, Companion's Sub-committee  
Mr. Andre MacNeil, Study Tours Sub-committee  
Ms. Sheilagh Edmonds, Legislative Assistant

TABLE OF CONTENTS

1.	CALL TO ORDER.....	3
2.	APPROVAL OF MINUTES .....	3
3.	APPROVAL OF ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS.....	3
4.	BUSINESS ARISING OUT OF THE MINUTES/ DEFERRED BUSINESS.....	3
5.	CORRESPONDENCE, PETITIONS & DELEGATIONS .....	3
6.	SUB-COMMITTEE REPORTS.....	3
7.	NEW BUSINESS.....	6
8.	ADDED ITEMS.....	6
9.	DATE OF NEXT MEETING.....	6
10.	ADJOURNMENT.....	6

**1. CALL TO ORDER**

The Chair called the meeting to order at 1:30 p.m.

**2. APPROVAL OF MINUTES**

**MOVED by Councillor Karsten, seconded by Councillor Hendsbee that the minutes of April 11, 2011 and April 21, 2011 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 Karsten, seconded by Councillor Rankin that the agenda be accepted as presented. MOTION PUT AND PASSED.**

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

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

**6. SUB-COMMITTEE REPORTS**

Ms. Marion Currie, Project Manager, provided the following updates:

- The transportation details have been finalized and copy has been provided to FCM (Ms. Currie circulated a copy of 'FCM 2011 Transportation Details' to the Committee members).
- Anyone with an FCM badge will be able to travel Metro Transit buses and ferries free of charge.
- Money has been budgeted to cover Metro Transit costs but there may be in-kind support offered from Metro Transit that will result savings.
- Registration update: 1922 delegates; 651 companions; for a total of 2573 participants in the 2011 FCM Conference which is a record
- The Welcome Reception at the Canada Games Centre has 1627 delegates registered with a total number of participants of 1973 – transportation will be provided by a charter service (Ambassatours)
- The Gala Dinner is sold out – 2000 participants

- The Farewell breakfast – 1471 registered to date.
- The Study Tours are fully booked – there is some capacity with the Harbour Tour
- An additional 200 water bottles were ordered.

#### Volunteers:

- The first call to internal staff for volunteers resulted in 48 people being recruited
- The organizers involved with the Canada Winter Games were very helpful by sending out a recruitment call to their former volunteers; within a few hours, they had 113 additional recruits.
- In response to a suggestion, Ms. Currie advised that she would look into the printing of conference promotional cards and would contact the Business Improvement Commission to see about distribution to the Barrington Street area businesses.

#### Social

Ms. Dee Milne provided an update from the Social Subcommittee. Highlights are noted as follows:

- There will not be a rental charge for the use of the Canada Games Centre; appreciation was extended to Councillor Wile for her assistance in this regard.
- A reference guide for the HRM councillors is being prepared.

Ms. Milne advised that, in studying the logistics of getting 2000 people through the doors at the Cunard Centre for the 'Kitchen Party' Gala dinner in a short period of time, there is concern that it will create a situation where there will be congestion at the cash bars, and a rush of people to the tables. She added that there is an option to offer each dinner guest a complimentary beer once they've entered the Cunard Centre, and this would alleviate a crush of people at the cash bars at one time and at the tables. Ms. Milne advised that the cost would be, approximately, an additional \$11,000, however, overall the dinner would still come in under-budget. She noted that the allocated dinner budget was \$285,000 and if this option were to be included, the total amount for the dinner would be \$279,392.

A discussion ensued.

In response to a question, Ms. Milne advised that if they opted for offering a complimentary beer to each dinner guest entering the event, they would be billed only on what was consumed.

Councillor Karsten advised that he supported the idea as it may well prevent a potential chaotic situation.

**MOVED by Councillor Karsten, seconded by Councillor Wile that an expenditure of \$11,000 for the Kitchen Party Gala Dinner to provide a complimentary beer for each dinner guest upon entry to the Cunard Centre be approved. MOTION PUT AND PASSED.**

Companion program:

Ms. Christen MacDonald provided an update on the Companion program. The following points were noted:

- The companion program is cost recoverable
- There will be complimentary items in the companion's lounge, following the themes of Council's focus areas
- Tourist information will be available in the companion's lounge and there is a small budget for coffee and snacks.

In response to a suggestion from Councillor Wile, Ms. MacDonald advised that she would contact the HRM Greenhouse with regard to getting a flower bouquet for the companion's lounge.

Study Tours

Mr. Andre MacNeil provided a brief update on the Study Tours. He noted that due to an administrative glitch, it was recently determined that one study tour was undersold – this will be re-opened and allow last minute sign-up.

Ms. Currie noted that Councillor Hendsbee had contacted Peter Spurway at the Stanfield International Airport in regard to banners at the airport, and that she would follow up on this.

The Chair advised that with regard to the Women in Local Government fundraiser, they have acquired a piece of Nova Scotia Crystal, and they are currently working on a gift certificate for lobster which can be picked up at the airport which will be offered as prizes. Tickets will be \$5 each.

7. **NEW BUSINESS:** None
8. **ADDED ITEMS:** None
9. **DATE OF NEXT MEETING:** June 16, 2011 or TBD
10. **ADJOURNMENT**

The meeting adjourned at 2:53 p.m.

Sheilagh Edmonds  
Legislative Assistant