

FCM 2011 CONFERENCE COUNCIL ADVISORY COMMITTEE
MINUTES

June 17, 2010

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

REGRETS: Councillor Reg Rankin

STAFF: Ms. Cathie Barrington - Transportation and Logistics
Mr. Andre MacNeil - Study Tours
Ms. Rhonda MacKinnon - Volunteers
Ms. Dee Milne - Social
Ms. Christen MacDonald - Guest Program (Companion)
Ms. Sheilagh Edmonds, Legislative Assistant

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1. CALL TO ORDER

The Chair called the meeting to order at 1:35 p.m. in the Trophy Room, City Hall.

2. APPROVAL OF MINUTES

MOVED by Councillor Smith, seconded by Councillor Wile that the minutes of the special meeting held on May 25, 2010 be approved. MOTION PUT AND PASSED.

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

MOVED by Councillor Hendsbee, seconded by Councillor Wile that the agenda be accepted as presented. MOTION PUT AND PASSED.

4. BUSINESS ARISING OUT OF THE MINUTES/ DEFERRED BUSINESS:

4.1 FCM Advisory Committee Membership

The Chair noted that a letter was sent back to FCM today advising of the change in regard to HRM's appointment. The Chair also suggested that Councillor Wile remain on the Committee if the members wished.

Councillor Karsten entered the meeting at 1:37 p.m.

MOVED by Councillor Smith, seconded by Councillor Hendsbee that Councillor Wile continue as a member of the FCM 2011 Conference Council Advisory Committee until September 2011. MOTION PUT AND PASSED.

The Chair advised that he had not heard back from FCM as to whether they are going to accept the extra position on the Executive of the Board.

Councillor Nicoll entered the meeting at 1:39 p.m.

5. CORRESPONDENCE, PETITIONS & DELEGATIONS - NONE

6. REPORTS:

6.1 Toronto 2010 Debrief

- A document entitled, Councillor Debrief - Summary of Comments from the Toronto 2010 FCM meeting was submitted.

The Committee entered a discussion regarding the pros and cons they experienced in their recent trip to the FCM 2010 meeting in Toronto, and provided suggestions for the 2011 Halifax Conference. The following concerns and comments were noted:

Transportation from the Airport

- at the airport, have easily identified signage and/or volunteers; also, provide delegates with a map of the interior of the airport, in particular, illustrating how to go from the baggage carousel to meeting up with the volunteers.
- staff will investigate whether the airport would permit the conference organizers to have their own shuttles or buses for the delegates.
- the next agenda will include a discussion on banners, e.g. types of banners and number. In the interim, staff will investigate banner options.

Food Breaks:

- it was noted that although a light breakfast was provided at the exhibit area to encourage the delegates to view the exhibits and have a snack, the area was cramped and there were no stations at which a person could stop to chat and have coffee with another delegate.
- it was noted that when on a break, it was mostly tea and coffee that was provided. The Halifax conference should include water urns and have them well identified. Staff put forward a suggestion that stainless steel water bottles be provided for the delegates to carry with them throughout the conference, and the Committee seek sponsorship to assist in defraying the costs.
- it was also suggested that Halifax Water be contacted to see if they may have a type of water container suitable for serving large group events such as the conference.

Study Tours/ Companion Tours

- it was generally agreed that the study tour signage was a significant problem (i.e. in trying to find the volunteers that were holding the signs for the tours, as well as the buses used for tours were not adequately identified)
- it was noted that, although delegates were advised they had to sign up in advance for the tours, it turned out this was not the case.
- it was noted that the timelines were too close together and created some overlap for delegates who planned to attend an event immediately after a study tour. Also, there was no indication given in regard to the time the tour would take; in particular, there was nothing that indicated the length of travel time to and from the tour.
- tours that were highlighted as very interesting were: the Centre Island tour and the theatre; suggested tour ideas for Halifax were a walking tour of MacNabs Island and an evening of a Neptune Theatre production
- it was noted that there was a lack of general directional signage for the Companion Program.
- there was the suggestion that colour coding of certain signage may be helpful.
- the Companion Lounge needed more tourist related information

Volunteers:

- there were not enough volunteers at the Toronto conference
- there were some French-speaking volunteers.
- it was noted that most of the volunteers were city employees.

Sunday Night Gala Dinner:

- the Halifax Sunday Night Gala Dinner will be a less formal event, with a Kitchen Party theme (lobster supper; entertainment will be a Ceilidh)
- suggestion that a drum show would also show the Province's cultural history
- for the next meeting, staff will develop options on the Kitchen Party theme and bring forward for discussion.
- it is important to ensure all the delegates are aware of the theme of the gala dinner in order that they can dress appropriately.

Breakfast:

- the Toronto Conference breakfast wasn't promoted; not an event - there was no theme or decorations.
- staff noted that the Halifax breakfast would be held at the Cunard Centre and the decorations from the gala dinner, the night before, would be left for the breakfast. It will have a 'Farewell to Nova Scotia' theme.
- staff noted that the official closing will be held at the World Trade and Convention Centre, so there needs to be some logistical work carried out on getting the delegates back from the breakfast at the Cunard Centre, to the WTCC in time for the closing ceremony.

Mayor's Welcome Reception:

- Mayor Kelly will hold his welcome reception at the Canada Games Centre, and there will be revolving shuttles to get the delegates to the Centre from downtown. It was noted that having the transportation staggered would alleviate congestion of the delegates arriving at the Centre all at once.
- staff will look into whether Argyle Street can be blocked off to regular traffic during this time, in order that the shuttles could easily 'load and go'.
- staff will come back to the next meeting with ideas for a theme for the Mayor's welcoming reception.

General Comments:

- Toronto meeting was a lacklustre - should think of ways of injecting a bit of fun.
- at the Expo, it was difficult to understand how some of the exhibits fitted into a municipal expo.
- it was noted that requests to help out with the conference were coming in from other municipalities in the Province; the Chair advised that the Committee needs to, first, decide how they want them to participate before

it extends an invitation to assist. The Chair advised that staff will come back to the next meeting with options for discussion.

[Summarization from this discussion: staff were asked to come back to the next regular meeting with follow-up information on: banner options; options on the Kitchen Party theme; ideas for a theme for the Mayor's welcoming reception; and ideas on how other municipalities can assist with the conference.]

6.2 FCM Toronto Budget Update

A document outlining the expenditures for the Toronto FCM Conference was submitted. The Chair noted that the trip came in under budget with an overall savings of \$27,000.

MOVED by Councillor Nicoll, seconded by Councillor Wile that the FCM Toronto Budget expenditures be accepted as presented. MOTION PUT AND PASSED.

6.3 HRM Representation on FCM Board of Directors - Update

This item had been dealt with earlier in the meeting under item 4.1.

6.4 Request to Province for Financial Support

- A copy of a letter dated May 19, 2010 to The Honourable Darrell Dexter, Premier of Nova Scotia had been submitted.

The Chair indicated that the letter was for information as he believed it had already been sent.

6.5 Neighbour Municipalities - Request to Participate in 2011

The Chair advised that this matter would be deferred to September's meeting, when at that time, the Committee will have more information and a better idea of where other municipalities could become involved.

7. ADDED ITEMS

The Chair questioned if there were any further updates.

Mr. MacNeil advised that the study tours have been narrowed down to 10 possibilities, and each has been categorized under a general theme. Once the overall theme of the conference has been decided, staff can then work the tours into the theme.

The Chair asked Mr. MacNeil to provide his list of the top ten tours for the next meeting.

8. DATE OF NEXT MEETING - August 12, 2010

9. ADJOURNMENT

The meeting adjourned at 3:23 p.m.

Sheilagh Edmonds
Legislative Assistant