



FCM 2011 CONFERENCE COUNCIL ADVISORY COMMITTEE
MINUTES

October 21, 2010

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

REGRETS: Councillor Reg Rankin
Councillor Mary Wile

STAFF: Ms. Marion Currie, Project Manager
Ms. Cathie Barrington – Transportation and Logistics
Ms. Rhonda MacKinnon – Volunteers
Ms. Lynn Matheson – Communications and Marketing
Ms. Christen MacDonald – Companion Tours
Mr. Andre MacNeil – Study Tours

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1. CALL TO ORDER

The Chair called the meeting to order at 1:33 p.m. in the Trophy Room, City Hall.

2. APPROVAL OF MINUTES

MOVED by Councillor Nicoll, seconded by Councillor Karsten that the minutes of September 23, 2010 be approved. MOTION PUT AND PASSED.

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

MOVED by Councillor Smith, seconded by Councillor Karsten that the agenda, as presented, be approved.

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

5. CORRESPONDENCE, PETITIONS & DELEGATIONS: NONE

6. REPORTS:

6.1 PNS Funding Update

Ms. Currie advised that she received a letter from the Premier of Nova Scotia, confirming that the Province will provide \$50,000.

6.2 Sponsorship Update/UNSM Participation

Ms. Currie referred to the submitted information item entitled *Host City Sponsorship Opportunities*, and indicated that it provides detailed information on sponsorship opportunities for the Conference. Information regarding the Farewell to Nova Scotia Breakfast sponsorship opportunities was circulated.

A discussion ensued with the Committee members putting forward suggestions of possible corporate sponsorship.

At 1:45 p.m. Councillor Hendsbee entered the meeting.

6.3 Social Update

Ms. Currie advised that staff have been following up on the gala dinner as per the Committee's approved approach at the last meeting. She noted that a meeting has been scheduled in November with representatives of the Cunard Centre to work out logistical requirements. In addition, staff are in the process of booking the entertainment for the gala dinner, and work is underway in regard to the Mayor's Welcome Reception and the Farewell Breakfast.

6.4 Transportation & Logistics Update

Ms. Barrington advised that the Request for Quotations for the promotional items closed and results were as follows:

- Lowest bid for the water bottles was \$2.30 each,
- Lowest bid for the Sou'westers was \$4.65 each (total cost would be \$9,300 for 2000)
- T-shirts - \$796 for 150 (includes the two logos and the question mark on the back)

Ms. Barrington noted that the Request for Proposals in regard to Transportation has not been issued because the study tours have not been finalized. In addition, she pointed out that once an Acting General Manager of Metro Transit has been appointed, she can then schedule a meeting to determine what Metro Transit can/cannot provide.

Ms. Barrington advised that if it is determined they can place banners on utility poles, she has confirmation that the banners can be produced in-house at the Print Shop. She questioned whether the Committee wanted her to pursue this avenue for the banners.

The Chair concurred and advised her to proceed with this route.

6.5 Study Tour Update

Mr. MacNeil advised that he was still in the process of confirming the Business Units capacity in regard to the tours. He indicated that he had meetings scheduled this week and expected to have this information confirmed.

Mr. MacNeil noted that he received information from Councillor Karsten regarding a transportation conference he recently attended, and that provided delegates with a 'self guided tour'. This was a map which illustrated how to get around HRM and to points of interest by walking, bus, or ferry. He added that it seemed like an interesting feature to provide FCM delegates.

Mr. MacNeil advised that some of the feedback he was getting from Business Units was in regard to timelines for the study tours and he questioned if two to three hours would be an appropriate estimate for a study tour.

A discussion ensued and the general consensus was that three hours, including travel time, would be an appropriate timeline for a study tour.

7. ADDED ITEMS: None

8. DATE OF NEXT MEETING: November 10, 2010

9. ADJOURNMENT:

The meeting adjourned at 2:06 p.m.

Sheilagh Edmonds
Legislative Assistant