

FCM 2011 CONFERENCE COUNCIL ADVISORY COMMITTEE  
MINUTES

May 31, 2011

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

STAFF: Ms. Marion Currie, Project Manager  
Ms. Dee Milne, Social Sub-committee  
Ms. Rhonda MacKinnon, Volunteers Program  
Ms. Cathie Barrington, Transportation Sub-committee  
Mr. Andre MacNeil, Study Tours Sub-committee  
Ms. Lynn Matheson, Marketing & Communications Sub-committee  
Ms. Sheilagh Edmonds, Legislative Assistant

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**1. CALL TO ORDER**

The Chair called the meeting to order at 1:31 p.m. in the Trophy Room, 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.

**MOVED by Councillor Smith, seconded by Councillor Karsten 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 - Updates**

The following updates were provided:

- Participants: 2000 are registered for the Reception; 1500 are registered for the Breakfast; and all other functions are sold out.
- A transportation brochure has been created and will be placed in the delegates' bags.
- Cab companies have been notified about the influx of people to the city; FCM has placed a link on their website with regard to pre-arranged travel at the airport
- Business Improvement District Commissions have agreed to distribute signs to their businesses for window display over the next couple of days.
- Signage for buses has been received.
- Hotels may be asked to provide assistance when people are leaving the hotels to board the buses; the buses will do a continuous loop until all are at the dinner.
- There are 50 study tours booked over two days; staff is looking for Dartmouth Councillors to volunteer for the Lake Major tour; staff will provide the Councillors with information sheets containing details on the tours.

- The final run-through in regard to the companions' program will be done today with the WTCC; the lounge will be set up tomorrow.
- Reserved seating for the councillors and guests for the Dinner and Farewell breakfast has been finalized. At the Dinner, a volunteer will be stationed at the Councillors' table to ensure the councillors reserved table is not taken by other delegates or guests.
- Over 130 volunteers are signed up and have been provided blue T-shirts and badges for easy identification.
- It was noted that an up-to-date budget and a list of sponsors had been sent to the Councillors prior to this meeting.

7. **NEW BUSINESS:** None

8. **ADDED ITEMS:** None

9. **DATE OF NEXT MEETING:** June 16, 2011

10. **ADJOURNMENT**

The meeting adjourned at 2:15 p.m.

Sheilagh Edmonds  
Legislative Assistant