

***2011 Federation of Canadian Municipalities (FCM) Conference  
Council Advisory Committee***

***Terms of Reference***

**MANDATE**

The 2011 FCM Conference Council Advisory Committee shall review, evaluate and make recommendations to the 2011 FCM Conference Organizing Committee through Halifax Regional Council to the conference Project Manager.

**STATEMENT OF PURPOSE**

To assist the Federation of Canadian Municipalities (FCM), with the coordination and implementation of the FCM Conference and Municipal Expo to be hosted by the Halifax Regional Municipality, June 2-6, 2011.

**1. COMPOSITION OF COMMITTEE**

- 1.1 The 2011 FCM Conference Council Advisory Committee shall be comprised of up to seven (7) Municipal Councillors:
  - 1.1.1 Six (6) elected members of Halifax Regional Council;
  - 1.1.2 One (1) elected member of Halifax Regional Council who is the current the FCM Board Member;
  - 1.1.3 Mayor will be ex-officio member.
- 1.2 The Chair will be chosen by the Committee at the first meeting.

**2. TERM OF OFFICE**

- 2.1 Each elected representative shall be appointed from September 2009 to July 2011

**3. VACANCIES**

- 3.1 The Chair shall inform the Clerk's Office of any vacancies.
- 3.2 Should a vacancy occur during an elected member's term of office the Council Selection Committee and Regional Council shall appoint a new representative to complete the balance of the term.

#### **4. DUTIES**

The duties of the 2011 FCM Conference Council Advisory Committee are to:

- 4.1 Provide advice and recommendations to the 2011 FCM Conference Organizing Committee through the Project Manager, on the format for the conference. HRM responsibilities for the 2011 conference include the following items:
  1. Study Tours
  2. Companions' Program
  3. Sponsorship/fundraising to assist with Municipal costs
  4. Transportation requirements for study tours and companions programs
  5. Volunteers
  6. Friday night Mayor's Welcoming Reception
  7. Sunday night Gala Dinner
  8. Monday morning Farewell Breakfast
  9. HRM Information for delegate kits and tourist information

#### **5. QUORUM**

- 5.1 A quorum at a regular meeting of the 2011 FCM Conference Organizing Committee shall be a simple majority of members.

#### **6. MEETINGS**

- 6.1 The committee shall meet bi-monthly up to December 2010. The committee will then meet monthly leading up to the conference to be held the beginning of June, 2011.

#### **7. REMUNERATION**

Members of the 2011 FCM Conference Organizing Committee shall not be remunerated for serving on the committee except where reimbursement is made in accordance with HRM policy for reasonable expenses incurred while in the service of the Committee.

Amended by Halifax Regional Council, September 8, 2009

