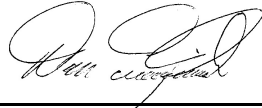


TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:



Dan English, Chief Administrative Officer



Geri Kaiser, Deputy Chief Administrative Officer - Corporate Services
and Strategy

DATE: May 20, 2009

**SUBJECT: Hosting of the Federation of Canadian Municipalities' Annual
Conference, June 2011**

ORIGIN

June 8, 2004 Halifax Regional Council approved the following motion:

MOVED by Councillor Walker, seconded by Councillor Hetherington, that Council submit a request to the Federation of Canadian Municipalities (FCM) for Halifax Regional Municipality to host the annual conference in the year 2011.

On March 5, 2005 at the FCM National Board of Directors meeting the Halifax Regional Municipality was awarded the Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show for June 1-6, 2011 by motion NBD 04-05-32.

RECOMMENDATION

It is recommended that Halifax Regional Council authorize staff to initiate a formal agreement with the Federation of Canadian Municipalities to host the 2011 Annual Conference, and that the Mayor and Municipal Clerk be authorized to sign the agreement, once developed, on behalf of the Municipality.

BACKGROUND

The Federation of Canadian Municipalities has been the national voice of municipal government since 1901.

With more than 1,775 members, FCM represents the interests of municipalities on policy and program matters that fall within federal jurisdiction. Members include Canada's largest cities, small urban and rural communities, and 18 provincial and territorial municipal associations.

The FCM seeks to identify host cities for its annual conference and trade show 8 to 10 years in advance. The annual conference is the largest annual gathering of senior municipal elected and non elected officials from across Canada, welcoming approximately 2,500 delegates for a four day event.

Hosting the annual conference and trade show is expected to result in the infusion of an estimated \$3 million into HRM's economy, according to a recent impact study conducted by FCM. It enables the Municipality to showcase itself as an innovative leader in municipal management and service delivery, and will facilitate the active participation of members of Regional Council and senior staff, in a leading-edge national dialogue on municipal issues.

DISCUSSION

Planning for this event typically commences two years in advance with specific milestones to be achieved each year. FCM has already contacted the World Trade and Convention Centre and has the meeting space on hold for 2011. They also have blocked up to 1150 hotel rooms through Destination Halifax to ensure they have access to the required accommodation.

FCM has the overall responsibility for organizing and implementing the conference and trade show. The host city is responsible for the following activities:

- organizing study tours, including registration and transportation
- organizing a companions' program including transportation
- hosting the opening and closing receptions, one luncheon and one evening's entertainment
- provision of local transportation where required
- establishing a local organizing committee two years in advance of the conference
- designating an employee of the host city as a co-ordinator 12 to 18 months in advance of the conference; and
- providing staff and volunteers for various duties during the conference

A formal conference planning committee will be established by mid summer, 2009 consisting of both staff and members of Regional Council.

BUDGET IMPLICATIONS

The FCM's budget for the overall organization and implementation of the conference is estimated to be approximately \$1.2 million in gross expenditures. The Halifax Regional Municipality will be required to contribute between \$350,000 to \$450,000 for the purpose of implementing the host activities associated with this event. This amount is based on a review of financial expenditures by municipalities who have hosted in the past. HRM's proposed net contribution is comparable with

the contribution levels of previous host cities. For example, in 2007, Calgary's contribution was \$536,000; in 2006, Montreal contributed \$363,000; and in 2005, St. John's contributed \$370,000. Toronto's City Council has approved a net expenditure not to exceed \$450,000, for the 2010 conference.

The cost of undertaking the host city's responsibilities depends in part on the number of participating delegates, and the ability to engage corporate sponsors. The costs to the host city are offset by a per-delegate allocation from FCM. Attendance at the Conferences has increased over the past few years from 2,225 delegates in St. John's to 2,300 in Calgary. HRM's estimated net contribution of between \$350,000 to \$450,000 is based on a projected attendance of 2,500 delegates.

The host city is entitled to seek sponsorship revenues in consultation with FCM. Historically, host cities have also derived revenues from government grants.

Given the current economic environment, staff did not make provision for the FCM conference for the 2009/10 year. The CAO has authorized \$50,000 on an as required basis for the first year of planning from his contingency fund - M351. This complies with the criteria set forth for the use of the CAO's contingency account.

If Council approves, staff will budget for conference planning and implementation for the 2010/11 and 2011/12 fiscal periods.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

None


ATTACHMENTS

1. Criteria for use of CAO's Contingency Funds

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Marion Currie, Corporate Planning Office, 490-6422

Financial Approval by:


Catherine Sanderson, Senior Manager, Financial Services, 490-1562

Attachment 1

Chief Administrative Officer's Contingency Account

Purpose:

Wherever possible, it is expected expenditures would be included in the annual budget to comply with the HRM Charter.

The CAO Contingency Fund is in place to meet any municipal expense, for which the necessity or extent of which could not have been foreseen, or reasonably evaluated at the time of adopting the annual budget.

The Contingency Account will not be used to fund new programs or positions added outside of the current year budget.

Any recurring expenses will be budgeted for within the annual operating budget.

Source:

The Contingency Account is budgeted each year and the amount is approved by Regional Council as part of the annual budget approval process.