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DATE 20 June 1996

TO/DEST. Co-ordinator
 Corporate Services and Economic Development Committee

FROM/EXP. Regional Clerk

SUBJECT/OBJET **FCM DIAMOND JUBILEE CONFERENCE - 6-9 JUNE 1997**

DEPARTMENTAL RECOMMENDATION

That the Corporate Services and Economic Development Committee recommend Council approve that Councillor David Pratt, FCM Board Member, be appointed Chair of the FCM Planning Committee for the 1997 Annual Conference and Diamond Jubilee, and Councillor Madeleine Meilleur be appointed Deputy Chair.

BACKGROUND

At the meeting of 11 April 1990, Regional Council approved a recommendation to invite FCM to hold its Diamond Jubilee and 1997 Annual Conference in Ottawa-Carleton. On the basis of that invitation, FCM's National Board of Directors formally approved Ottawa-Carleton as the site for the 1997 Conference. At the meeting of 9 February 1994, Regional Council confirmed the hosting of the Conference to be held 6-9 June, 1997.

The attached Annex A, identifies the responsibilities of the host municipality. At the 1996 Conference, held in Calgary early this June, the Region promoted the Jubilee Conference at the Trade Show and there was great interest shown across Canada in coming to Ottawa-Carleton.

Staff have reviewed the conference budgets for the cities of Edmonton (94), Toronto (95), Calgary (96) and Regina (98). It is estimated that 1,200 delegates and partners will be coming to Ottawa in 1997, and based on the Toronto and Calgary experience, it is estimated that the economic impact to Ottawa-Carleton will be approximately \$1,560,000, providing a minimum of 4,800 room nights of hotel occupancy and a boost to the local restaurants, theatres and tourist attractions. This figure is based on an average expenditure of \$1,300 per delegate, over a four day period. Indeed, the experience in both Calgary and Toronto was that many delegates and their families either came early or stayed later for holiday purposes. Part of our plan is to promote over the coming year, the attractions of Ottawa-Carleton during early June to encourage as many

delegates as possible to consider a vacation in this area as part of their Conference plans. It should also be noted that CAMA, the Canadian Association of Municipal Administrators, will be holding their Annual Conference immediately prior to the FCM Conference and part of the planning is jointly handled by the two associations.

It is proposed at this time that a Planning Committee for the 1997 Conference be struck in order to oversee conference development, under the Chair of Councillor David Pratt, a member of the FCM Board of Directors. Councillor Pratt took the lead as interim chair of the promotional committee for the 1996 Conference, and given his familiarity with the FCM organization it is appropriate that he be appointed Planning Committee Chair. In addition, Councillor Madeleine Meilleur has expressed an interest in serving on this Committee and it is proposed that she be appointed Vice-Chair. The Chief Administrative Officer has appointed Garry Armstrong, Commissioner, Homes for the Aged, to coordinate the staff support for the Planning Committee.

CONSULTATION

Consultation was not required.

FINANCIAL COMMENTS

A budget for the 1997 Conference will be prepared and included for consideration in the 1997 Budget.

This report is submitted for the consideration of the Corporate Services and Economic Development Committee and Council.

*Approved by
Mary Jo Woollam
Regional Clerk*

MJW/kj

FEDERATION OF CANADIAN MUNICIPALITIES
HOST MUNICIPALITY CONFERENCE RESPONSIBILITIES

1. TIME OF CONFERENCE

The traditional FCM Annual Conference dates are Friday through Monday of the first full week in June. The major arrival day is Thursday and the major departure day, Tuesday. Upon receipt of a request from the Host Municipality, the week preceding or that following the first week in June may be considered as alternatives subject to the approval of the FCM's Executive Committee.

2. HOST CONFERENCE COORDINATOR

The Host Municipality should be prepared to designate a municipal official or employee (with direct access to the local Chief Executive Officer) to act as local Conference Coordinator. This Coordinator should be available for advance planning prior to the preceding year's Conference, should attend the preceding year's Conference and should be available on a full-time basis from two weeks prior to the Conference through to its conclusion.

3. FUNCTIONS AND SERVICES

The Host Municipality should guarantee the following functions and services:

- a) Friday evening opening reception for all delegates and partners.
- b) Monday luncheon for all delegates.
- c) Saturday or Sunday evening meal event for all delegates and spouses. This event should be an informal function, such as a barbecue.
- d) A banquet or other closing event for Monday evening.
- e) Special transportation services to supplement normal services as required for delegates' purposes.

- f) A program of activities for partners.
- g) Study Tours for delegates.
- h) Coffee service for delegates throughout the Conference.

Any additional Host hospitality will be welcomed provided that it does not interfere with the objectives of the Conference.

FCM will ask potential hosts to spell out proposed host activities in their final bids. FCM will seek assurance that all hosted activities meet its standards with respect to the quality of services provided. FCM will retain overall coordinating authority over planned Host Municipality activities and other Conference functions.

4. HOTEL ACCOMMODATION

The Host Municipality must be able to commit a minimum of 1,200 first class hotel rooms. These should be located within easy walking distance of Conference headquarters. Alternatively, the Host Municipality should guarantee adequate transportation for the delegates. All final bookings will be handled by the FCM, and all delegate reservations made through a housing bureau designated by the Host and FCM.

5. FUNCTION SPACE

The Host Municipality must be able to assure adequate fully accessible function space in a headquarters hotel or Convention Centre. The following requirements are standard:

- a) Two large rooms, one of which can accommodate a meeting of 1,200 persons, and the other for a luncheon to accommodate the same number. These rooms should be booked for the duration of the Conference.
- b) Four smaller rooms which can accommodate workshops involving 300 persons each. These rooms must be booked for the duration of the Conference. (Committees, workshops and meetings).
- c) One board room which can accommodate meetings of 75 persons in a hollow square set-up. This room should be booked for the first day (Friday) of the Conference and for the morning following the Conference (Tuesday), for meetings of the National Board of Directors.

- d) Ten board rooms which can accommodate meetings of 20 persons each. These rooms must be booked for the first day of the Conference and for the duration of the Conference, for committee meetings.
- e) Two large rooms suitable for the installation of production and Secretariat services. These rooms must be booked for the Wednesday preceding the Conference and through noon of the following Tuesday.
- f) One large room to accommodate up to 50 press representatives.
- g) One large room, to accommodate up to 2,000 persons, for the closing banquet or other closing event (Monday).
- (h) 50,000 square feet of exhibit space, preferably directly connected with the meeting space described in (a).

Function space must be provided and booked as specified above. The loss of the use of function space because of a hotel or convention centre accepting other bookings constrains the convening of special meetings (such as provincial nominating caucuses) which are an integral feature of FCM Conference.

All venues for social events must be handicapped accessible and must have sufficient seating capacity for all those in attendance.

Function space is usually provided free of charge by the headquarters hotel. Where this space is subject to rental because of the use of a convention centre or the inability of the hotel to meet the requirements, the host will guarantee the rental, insurance and incidental costs incurred for all function space, with the exception of the exhibit space as described in (h).

Contracts with hotels must be co-signed by the Host Municipality and the FCM, at the time of booking. The intent is that the Host Municipality will be party to all contractual obligations to the hotel for which it has co-signed and thereby jointly committed with the FCM, including potential liabilities resulting from cancellation penalties.

6. HOST ELIGIBILITY

The Host must be a Municipal Member in good standing of the FCM.

7. PER CAPITA GRANT TO HOST

The Host municipal council and partners will be registered on a complimentary basis. In the case of a regional host, this arrangement will apply only to the members of regional council and their partners.

The FCM will make a grant of \$60 per registered delegate and partner, excluding complimentary delegates.

8. BOARD OF DIRECTORS' LUNCHEON

The Host Municipality for each FCM Annual Conference will be invited to act as host to FCM's Board and Conference principals (including partners) at a luncheon during the preceding year's Conference.

9. TRADE SHOW AND EXPOSITION

FCM is responsible for coordinating a trade show and exposition in conjunction with FCM's Annual Conference. The expenses and revenues associated with this event will be the responsibility of FCM and will not be subject to Section 5 of this agreement, which outlines the host municipalities' responsibilities. FCM will be responsible for setting exhibit fees and eligibility requirements.

10. SPONSORSHIP

The host municipality is responsible for soliciting and coordinating sponsorships at the FCM Annual Conference. Any revenues generated from sponsorships will accrue to the host municipality.

September, 1993