

To: Fraser Valley Regional District Board

Date: 2018-01-24

From: Jaime Schween, Manager of Corporate Administration

File No: 0390-20-2018

**Subject: FCM Annual Conference, Halifax, Nova Scotia - May 31 to June 3, 2018**

---

## RECOMMENDATION

**THAT** the Fraser Valley Regional District Board authorize the Board Chair, Board Vice Chair and Chief Administrative Officer to attend the FCM Annual Conference and Trade Show to be held in Halifax, Nova Scotia from May 31 to June 3, 2018.

**AND THAT** registration fees, accommodation and travel costs be approved from Budget 101.

## BACKGROUND

In 2017, the Board Chair, Board Vice Chair and Chief Administrative Officer attended the Conference which was held in Ottawa, Ontario.

## DISCUSSION

This year's FCM Conference is held at the Halifax Convention Centre in Halifax, Nova Scotia. The conference consists of four days of plenaries, workshops, industry-led seminars and networking opportunities.

The Agenda for this year's Conference has not yet been released. However, as this Conference takes place in Halifax and requires travel arrangements to be made well in advance, staff is bringing this matter forward for consideration.

Approval is also being sought from the Board for the attendance of Electoral Area Directors.

## **COST**

The Conference registration fees for 2018 have not yet been announced. However, the registration fees for 2017 were approximately \$850.00, plus taxes. The cost of the hotel room is \$245.00, plus taxes, per night, per person. As of the date of this memo, the costs for an average flight between Vancouver and Halifax are approximately \$750.00, plus taxes, per person.

## **COMMENTS BY:**

### **Mike Veenbaas, Director of Financial Services**

Reviewed and supported. Funds are included in the Regional Administration (101) budget to support attendance at FCM.

### **Paul Gipps, Chief Administrative Officer**

Reviewed and supported