

To: CAO for the Electoral Area Services Committee  
From: Jaime Reilly, Manager of Corporate Administration

Date: 2019-01-09  
File No: 0390-20-2019

**Subject: FCM Annual Conference: Quebec City, May 30 to June 2, 2019**

---

### RECOMMENDATION

**THAT** the Fraser Valley Regional District Board authorize Electoral Area Service Directors to attend the FCM Annual Conference and Trade Show to be held in Quebec City from May 30 to June 2, 2019;

**AND THAT** registration fees, accommodation and travel costs be approved from Budget 102.

### BACKGROUND

In 2018, the FCM Conference and Trade Show was held in Halifax, Nova Scotia.

### DISCUSSION

This year's FCM conference is held at the Quebec City Convention Centre. 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, a program at a glance is attached for the Board's information. As this conference takes place in Quebec City 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 the Board Chair and Board Vice Chair.

## **COST**

The conference registration fees and conference hotel rates have not yet been announced, and registration is scheduled to open in mid-January. However, the registration fees in 2018 were approximately \$900, plus taxes, and the average cost of a hotel room was \$250, plus tax, per night, per person.

As of the date of this memo, the cost for an average round trip flight between Vancouver and Quebec City is approximately \$1,000 plus taxes, per person.

## **CONCLUSION**

The FCM Annual Conference will be held in Quebec City between May 30 and June 2, 2019. As travel arrangements will be required to be made well in advance, staff are bringing forward this memo for the Board's consideration at this early date.

## **COMMENTS BY:**

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

Reviewed and supported. Funding for a Director's attendance at FCM will come via taxation from the respective electoral area.

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

Reviewed and supported.