



IN CAMERA COUNCIL REPORT

Report Date: October 1, 2025
Contact: Maria Pontikis
Contact No.: 604-673-8121
RTS No.: 18178
VanRIMS No.: 08-2000-21
Meeting Date: October 7, 2025

TO: Vancouver City Council
FROM: Chief of External Relations
SUBJECT: Report Back: FCM Annual Conference Bid Motion (July 9, 2025)

In Camera Rationale

This report is recommended for consideration by Council on the In Camera agenda as it relates to Section 165.2(1) of the *Vancouver Charter*:

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 [disclosure harmful to business interests of a third party] of the *Freedom of Information and Protection of Privacy Act*.

Recommendations

THAT Council does not submit a bid to host the FCM Annual Conference in 2029 and directs staff to notify FCM that the City of Vancouver will not be putting forward a bid to host the FCM Annual Conference in 2029.

Considerations

- A. THAT Council direct staff to prepare and submit a bid to the Federation of Canadian Municipalities (FCM) to host the Annual FCM Conference in 2029 in accordance with the timelines in the FCM Request For Proposal.
- B. THAT Council direct staff to notify FCM that the City of Vancouver will be submitting a bid to host the Annual FCM Conference in 2029.
- C. THAT Council direct staff to notify Council as to the outcome of the City's bid to host the Annual FCM Conference in 2029.
- D. THAT Council direct staff to create a Strategic Conference Reserve of \$2,400,000 by putting aside \$0 in 2026, and \$800,000 in each of 2027, 2028 and 2029, should the bid to host the Annual Conference in 2029 be successful.

- E. THAT Council direct staff to internally second 4 FTEs to deliver the Conference, should the bid to host the Annual Conference in 2029 be successful.

Purpose and Executive Summary

On July 9, 2025, Council directed staff to report back with additional information so that Council could make a fully informed and fiscally responsible decision about whether to submit a bid to host the FCM Annual Conference.

Hosting the Conference would provide significant economic benefit to Vancouver. Preliminary analysis from Destination Vancouver, using an assumption of 3,000 attendees, estimates \$9.1M in Total Economic Impact.

However, hosting the Conference will have an estimated upfront cost of ~\$2,400,000 with an estimated net cost to the City of \$1,487,000-\$1,517,000.

Council Authority/Previous Decisions

- On July 29, 2025, Council passed the Motion *FCM 2028 Annual Conference Bid* (see Appendix A). This motion directed staff to report back on a potential bid submission with cost estimates and funding options for hosting the FCM Annual Conference as well as specific costs of recent FCM conferences in order for Council to make a fully informed and fiscally responsible decision about whether to submit a bid to host the FCM Annual Conference.
- Noting that, although the original motion references 2028, that year is no longer available s.17(1)

City Manager's Comments

The City Manager concurs with the foregoing recommendations.

Context and Background

- FCM is expected to release a Request for Proposal (RFP) shortly to solicit bids to host the FCM Annual Conference in the years 2029, 2030 and 2031.
- s.17(1)
- According to the timelines of the RFP, bid submissions will be due in s.17(1)
- s.17(1)
- As requested in the July 2025 motion, staff have engaged with FCM, recent past and future host cities (Toronto, Calgary, Ottawa, Edmonton) and Destination Vancouver to solicit information on a potential bid submission with cost estimates and funding options for hosting a future conference as well as the specific cost of recent FCM conferences, costs incurred by those cities of hosting the FCM conference, and the amount that was

recouped through conference revenues that flowed to each city. Costs from recent past and future host cities are outlined in Appendix B as well as from the last time Vancouver hosted the Conference in 2013.

Discussion

- On June 18, 2025, Council directed staff to prepare three operating budget scenarios for Budget 2026 based on a 2.5%, 1.5% and 0.0% property tax increases. The three scenarios are in addition to Council's prior direction to incorporate a 1% increase for infrastructure renewal.
- Hosting the Conference would require a significant upfront outlay of funds estimated at \$2,400,000 and the creation of a Strategic Conference Reserve in advance of the Conference.
 - An equal outlay of the funds required would require allocating \$600,000 in each of 2026, 2027, 2028, and 2029. Or, given budgetary considerations in 2026, allocating \$0 in 2026 and \$800,000 in each of 2027, 2028 and 2029 to create the Strategic Conference Reserve.
- The net cost of the Conference to the City is estimated at \$1,487,000-\$1,517,000.
- Hosting the Conference would provide significant economic benefit. Preliminary analysis from Destination Vancouver, using an assumption of 3,000 attendees, estimates that the economic impact of hosting the FCM Annual Conference in Vancouver would be:
 - Direct Economic Impact: \$5.6M
 - Total Economic Impact: \$9.1M
 - 1,453 Jobs directly supported as a result of hosting the event
 - 5,291 hotel rooms contracted by FCM; with an additional 6,638 room nights estimated to be booked directly by attendees over the course of the event
 - \$1.02M generated in federal, provincial and local taxes as a result of hosting the event

Financial Implications

Cost of Bid Preparation:

- If directed to do so by Council, the City of Vancouver would work with Destination Vancouver to prepare a bid submission. This would be completed using existing staff resources from the External Relations Team. No additional resources would be required.

Cost of Conference Delivery:*Summary:*

Note: These costs are an initial estimate based on a preliminary analysis from Destination Vancouver and City staff based on draft information provided by FCM. All costs are in 2025 dollars and do not account for inflation or increased rates between 2025 and 2029.

Estimated Total Cost	\$2,398,000
Vancouver Convention Centre Costs	s.17(1)
Other Costs (Transportation costs, site visits, volunteer coordination, etc)	s.17(1)
Consultants/Event Planners	s.17(1)
Internal Resourcing Requirements	\$700,000
Estimated Revenue	\$881,000-\$911,000
FCM Per Capita Grant (based on 3,000 delegates; \$179/delegate plus tax)	\$601,000
s.17(1)	s.17(1)
Sponsorship	\$200,000
Estimated Net Cost to City	\$1,487,000-\$1,517,000

s.17(1)

Expected Hosting Activities Requiring Cost Outlays:

- Participation at 2028 trade show to promote conference attendance for the following year
- Vancouver Convention Centre costs including daily continental breakfast and morning coffee breaks as well as WiFi, audio-visual, etc.
- Mayor's Welcome Reception
- Gala Dinner
- Study tour program, including transportation costs
- Companion program, including transportation costs

- Coordination and management of conference volunteers
- Travel and accommodation costs for two site visits for two FCM staff

Estimated Hosting Costs:

- Please see Appendix C for costs associated with hosting at the Vancouver Convention Centre.
- When Vancouver hosted the Conference in 2013, transportation costs, volunteer costs and other miscellaneous costs came to \$17(1) respectively.
- The travel and accommodation costs for two site visits for two FCM staff and travel to the participate at the trade show in 2028 would be based on air fare and hotel rates at that time and is estimated at \$10,000.

Estimated Internal Resourcing Requirements:

- Based on conversations with other recent and future host cities, work on the delivery of the Conference generally begins 18-24 months prior, significantly ramps up in the 12 months prior and peaking in the final four months before the Conference.
- When Vancouver hosted in 2013, delivering the Conference required 5 FTEs:
 - 18-6 months pre-Conference: 4 FTEs were seconded ramping up from 25% to 50%
 - 6 months pre-Conference: 1 additional FTE was seconded for a total of 5 FTEs assigned 80-100%
- In order to successfully deliver the Conference, with the assumption that consultants will be leveraged to deliver major events, staff recommend allocating 4 FTEs as follow:
 - 18-12 months pre-Conference: Second 2 FTE at 50%
 - Additional support provided by existing staff within the External Relations Team
 - 12 months to 8 months pre-Conference: Second 3 FTEs at 100%
 - 4 months pre-Conference: Second 3 FTEs at 100% as well as 1 additional FTE by seconding 4 staff at 25% each from within existing staff from the External Relations Team and/or the Clerks Office/Protocol Office (or other units as makes sense).
 - 6 months post-Conference: Second 1 FTE at 50% for wrap up requirements
 - Backfill for these FTEs is estimated to cost up to \$700,000 over 2028 and 2029.
 - The use of external consultants for the major events (Mayor's Welcome Reception, Gala Dinner, delivery of study tour program) will also be required to deliver the Conference.

- A Professional Conference Organizer (PCO) would reduce the amount of staff time needed and typically costs 10-20% of the cost to organize the event.

Conference Revenue:

- FCM pays the host municipality a per capita grant for each paid delegate that attends the event. This amount has been set at \$179.00 per delegate.
- There is also an opportunity to solicit sponsorship. s.17(1)

Creation of a Strategic Conference Reserve:

- The host municipality is expected to pay hosting costs upfront (minus sponsorship or other non-FCM revenues received). The per capita grant from FCM is provided after all expenses have been submitted to FCM by the host municipality and reviewed by FCM.
- In 2007, City Council approved the creation of a \$750,000 reserve for the Conference with an annual contribution of \$125,000 from 2008 to 2013.
- If Council wished to proceed with a bid, staff would recommend that Council direct staff to put aside in \$0 in 2026 and \$800,000 in each of 2027, 2028 and 2029 to create a Strategic Conference Reserve of \$2,400,000.

Legal Implications

There are no significant legal implications.

* * * * *

APPENDIX A
COUNCIL MOTION: FCM 2028 ANNUAL CONFERENCE BID – JULY 9, 2025

WHEREAS

1. The Federation of Canadian Municipalities (FCM) Annual Conference brings together municipal leaders from across Canada to share knowledge, shape national policy, and strengthen intergovernmental partnerships;
2. Vancouver previously hosted the FCM Conference in 1998 and 2013, both of which were highly successful and positioned the city as a leader in sustainability, affordable housing, and civic innovation;
3. Hosting an FCM Annual Conference would generate significant economic and reputational benefits for Vancouver, while reinforcing the city's national leadership on pressing issues such as public safety, climate action, housing, and economic development;
4. With Edmonton and Halifax confirmed to host the 2026 and 2027 conferences, respectively, Vancouver now has a timely and strategic opportunity to submit a competitive bid for a future FCM Annual Conference;
5. The costs incurred by the City of Vancouver in hosting the 2013 FCM conference totalled approximately \$1.2M and were covered by a reserve that had been established by Council commencing in 2007; and
6. Edmonton is budgeting \$1.6M to host the 2026 conference. While the conference is expected to generate revenues to offset costs, the expenditures are incurred in the period leading up to the event and the City would need a funding source to cover such costs.

THEREFORE BE IT RESOLVED

- A. THAT Council affirm its interest in hosting an upcoming FCM Annual Conference in Vancouver.
- B. THAT Staff engage with FCM, Destination Vancouver, local business and community partners, and relevant civic departments to develop a proposal that demonstrates Vancouver's capacity – including venue availability, accommodations, transportation, and event experience – as well as the City's vision and leadership on key national priorities such as public safety, climate action, housing, and economic development.
- C. THAT Council direct staff to report back on a potential bid submission with cost estimates and funding options for hosting a future conference, should Vancouver be selected.
- D. THAT as part of the report back, city staff outline the specific cost of recent FCM conferences, held since Vancouver last hosted the conference in 2013, and specifically the outline costs incurred by those cities of hosting the FCM conference; and the amount that was recouped through conference revenues that flowed to each city, in order for council to make a fully informed and fiscally responsible decision.

APPENDIX B

COSTS – RECENT PAST AND FUTURE HOSTS

Note: Costs from other cities have been provided to the City of Vancouver in confidence and are not all available publicly. In 2023, Toronto was the first Conference to be hosted fully in-person following COVID. Given the cost escalations that have occurred since COVID, pre-COVID conferences were not considered relevant for this exercise. Note that columns do not add up as there are other location-specific factors that influenced the net cost to the host beyond transfers from FCM and sponsorship.

	Vancouver (2013)	Toronto (2023)	Calgary (2024)	Ottawa* (2025)	Edmonton (2026)
Total City Budget	s.17(1)	s.17(1)	\$1,050,000	s.17(1)	s.17(1)
Total Transfers from FCM** (# of attendees)	s.17(1)	s.17(1)	s.17(1)	s.17(1)	s.17(1)
Total from Sponsorships	s.17(1)	s.17(1)	s.17(1)	s.17(1)	s.17(1)
Net Cost to City	s.17(1)	s.17(1)	s.17(1)	s.17(1)	s.17(1)
Economic Impact from Conference	s.17(1)	s.17(1)	~\$8,270,000	s.17(1)	s.17(1)

s.17(1)

** FCM transfers a per capita grant amount for each conference delegate as well as companion tour attendees. Since at least 2023, the amount was \$179/registrant.

s.17(1)

APPENDIX C

s.17(1)



s.17(1)

