

THE CORPORATION OF THE DISTRICT OF BURNABY

April 17, 1964.

HIS WORSHIP THE REEVE
AND MEMBERS OF THE COUNCIL

GENTLEMEN:

REPORT OF THE U.D.C.M. CONVENTION COMMITTEE

Your Committee met on Tuesday, April 7th to discuss arrangements for the forthcoming U.D.C.M. Convention to be hosted by Burnaby Corporation on September 23rd, 24th and 25th.

An estimated total of 500 delegates is expected for the business sessions and 800 delegates and guests for the two banquets including the wives of delegates, and other special guests.

The components of the Convention fall under two main headings:

- (a) The business sessions.
- (b) The social activities following the business sessions.

Arrangements have been made with the Burnaby School Board and the Principal for the use of the main gymnasium at Burnaby Central Senior Secondary School for the business sessions. This accommodation lends itself very well for the business sessions, being of more than adequate size and having the necessary ancillary rooms available for representatives of the Municipal Affairs Department, for office and registration space, and for coffee breaks. Both the large and small gymnasiums are capable of separation from the main classroom section of the School, and full facilities are available for amplifying equipment.

It was originally anticipated that the new Ice Arena building would be available for the banquets, however, it has become necessary to search for other space which will accommodate the expected 800 people. Available building space within our own boundaries has been investigated, and it has been established that the facilities in Burnaby are not large enough to accommodate this number and at the same time allow adequately for the entertainment programme, and pre-banquet receptions.

Arrangements have therefore been made for the use of the Showmart Building in the P.N.E. grounds. This is a large building with ample space for all requirements of the banquets. Easy access to this building will be gained via the Freeway, Cassiar Street and Hastings Street.

It is proposed that the accommodations for the delegates and their wives be arranged in five main hotels and reservations have been made for a total of 265 rooms in the:

- (a) Lougheed Hotel
- (b) Villa Motor Hotel
- (c) Astor Hotel
- (d) Kingsway Hotel (Vancouver)
- (e) Royal Towers Hotel (New Westminster)

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Ample motel accommodation is available also throughout the Municipality, and particularly along Kingsway.

The major responsibilities of the Convention fall under the following headings:

- (a) Motel Accommodation
- (b) Registration
- (c) Business Session Arrangements
- (d) Banquet Arrangements
- (e) Transportation
- (f) Publicity and Promotion
- (g) Entertainment and Receptions
- (h) Ladies Programme
- (i) Finance.

It is recommended that the following administrative responsibilities be centered on Mr. D. Grant, Staff Appointee as Co-ordinator for the Convention, with the assistance of Municipal departments as indicated and with Councillors as noted to act in a liaison capacity.

| | <u>DEPARTMENT</u> | <u>LIAISON OFFICER</u> |
|-----------------------------------|-------------------------------|------------------------|
| (a) Motel Accommodation bookings | Administrative Assistant | Councillor Dailly |
| (b) Registration | Clerk's Office | Councillor Dailly |
| (c) Business Session Arrangements | Clerk's Office | Councillor Dailly |
| (d) Banquet Arrangements | Purchasing Dept. | Councillor Wells |
| (e) Transportation | Licence Dept. | Councillor Hicks |
| (f) Signs and Parking | Engineering Dept. | Councillor Cafferky |
| (g) Decorations | Parks & Recreation Department | Councillor Herd |

The following Council members are recommended to take charge of areas of special interest:

- (a) Finance - Councillor MacSorley
- (b) Promotion and Publicity- Councillor Blair
- (c) Entertainment - Reeve Emmott

Special arrangements will be made for the ladies' programme under the direction of Mrs. Emmott.

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Financial arrangements will include the establishment of a Trust Fund through which all financial transactions will flow. Expenditures will centre around the banquet arrangements, however, income from the registration deposits is designed to offset these expenditures and it is estimated the net cost to the Municipality will range from \$3,000.00 to \$5,000.00. An allotment has been made in the Budget accordingly.

Your Committee would recommend adoption of the general Convention arrangements as laid out above.

JHS:mw