



## **Staff Report CL2022-001**

**Title of Report:** CL2022-001 – 2022 Council Conferences Cost Estimates  
**Department:** Clerks  
**Branch:** Legislative and Council Services  
**Council Date:** January 19, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CL2022-001 for information.

### **Background:**

At the December 21, 2021, Special Council meeting regarding the 2022 Budget, Council members requested that staff bring forward a report that reflected cost estimates for Council members to attend conferences in 2022.

### **Staff Comments:**

Included as Attachment #1 to this report are cost estimates for upcoming conferences in 2022 for Council members to attend. Although OACA is a Committee of Adjustment expense, staff have included those estimates in the summary. Staff would have also included OAPSB, but no conference has been announced to date. AMO is not included on the attachment as no members wished to attend that conference in 2022.

Numbers included in the cost estimate are reflected as of January 10, 2022.

For conferences that have yet to release their registration details, staff took a previous year's in-person registration cost and assumed a 10% increase. For most conferences, this was the 2019 registration rate.

For travel costs, mileage was calculated based off the kilometre distance starting at the Township Administration Office in Hopeville to the destination by using Google Maps and the Q1 Mileage Rate being \$0.495. Where more than 1 member is attending a conference, staff calculated total costs based off members travelling together, with only 1 member expensing the mileage costs.

For accommodation costs, OGRA is reflected as an actual cost, as the hotel has been booked. For OACA, staff chose a more economical hotel at the Blue Mountains (Blue Mountain Resort Inn), for FCM the location is known, but the venue is unknown, so staff estimated the accommodation price based off comparable hotels.

near the Regina Airport. For OSUM, staff estimated accommodations comparable to the other conferences located in Ontario, as the location is unknown.

For the meal allowance, staff assumed the full \$65/per day allotment would be used and based the cost estimate off that.

Most of the fees included are an estimate as pricing may change as well as other aspects such as pivoting to a virtual conference, meal allowances not fully being used, etc.

**Financial Implications:**

There will be financial implications to the Council Conference and Committee of Adjustment Conference budgets for 2022. Currently, staff are estimating \$10,744.36 for Council Conference expenses and \$4,260.00 for Committee of Adjustment Conference expenses, both of which are subject to change.

In the current draft 2022 budget (presented at the December 21, 2022, Special Council Meeting), staff have allocated \$12,000 for the Council Conference budget and \$6,000 for the Committee of Adjustment Conference Budget. Staff recommend keeping these amounts unchanged, in case of cost fluctuations.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

**Concluding Comments:**

That Council receive Staff Report CL2022-001 as information.

Respectfully Submitted,

**Dept. Head:** *Original Signed By*  
Lindsey Green, Clerk

**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachment 1** - 2022 Council Conferences Cost Estimate