



Staff Report CL2022-035

Title of Report: CL2022-035 – Council Member 2023 Conference Attendance Approval
Department: Clerks
Branch: Legislative and Council Services
Council Date: December 7, 2022

Recommendation:

Be it resolved that Council receive Staff Report CL2022-035 for information; and
That Council provide direction to staff on how to proceed with members 2023 conference attendance.

Background:

Staff requested Council members conference preferences ahead of time so a complete report could be brought forward to Council for consideration. Members provided their choices with a maximum of three conference choices as per [Policy No. 2 – Conference, Training and Education](#).

Staff Comments:

Council members requested to attend the following conferences in 2023:

Mayor Milne – OGRA, FCM, OAPSB

Deputy Mayor Dobreen – OGRA, AMO

Councillor Rice – OGRA

Councillor Ferguson – OGRA

Councillor Shipston – FCM, OACA, AMO

Councillor John – OGRA, OACA, AMO

Councillor Singh Soares – ROMA, FCM

Staff have included a conference cost estimate to attend all the above as Attachment #1 to this report. This cost breakdown includes the fee to attend the conference, travel costs (mileage), hotel stays, meal allowances and per diems for members attendance. As indicated, the total cost (bottom line) considered only 1 person claiming the mileage expense, assuming members would carpool to the conference.

Staff have noted a considerable rise in the conference and hotel costs compared to prior years. Staff are looking for Council's feedback on continuing with approval of

members to attend all conferences as requested, or to scale back the number of conferences each member is permitted to attend.

Staff have pre-booked the hotels for ROMA and OGRA. Due to the timing of these two conferences, waiting to book is not feasible as the hotels sell out within a day or two of registration opening. There is an option to cancel either hotel with a 1-day penalty or staff can try sending out the information to the area Clerks and see if anyone in their municipality needs a room and transfer the room to recover 100% of the cost.

Financial Implications:

The total cost estimate for members to attend all conferences as requested, would be approximately \$38,163.96. Please reference Attachment #1.

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 provide direction to staff on how to proceed with members 2023 conference attendance approvals.

Respectfully Submitted,

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

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

Attachment #1 - 2023 Conference Estimate Cost Breakdown