Staff Report CL2020-007

Title of Report: CL2020-007 – Deputy Mayor Milne Conference
Attendance
Department: Clerks
Branch: Legislative and Council Services
Council Date: March 18, 2020

Recommendation:
Be it resolved that Council receive Staff Report CL2020-007 for information; and
That Council approves Deputy Mayor Milne’s attendance at the Federation of Canadian Municipalities Annual Conference; and
That the Clerk’s Office book associated hotel and conference registration fees.

Background:
As per the Conference, Training and Education Policy No. 2, members of Council may attend a maximum of three conferences per year, which must be requested and approved by Council. At the October 2, 2019 Council meeting the following motion was approved:

No. 2019-616
Moved By Councillor Sherson
Seconded By Councillor Rice
Be it resolved that Council receive Staff Report CL2019- 039 for information; and
That the below conferences be approved and attended by the following members of Council: Federation of Canadian Municipalities Annual Conference (Toronto June 4-7) (Councillor Dobreen and Councillor Sherson); Association of Municipalities of Ontario Annual Conference(Ottawa August 16-19) (None); Rural Ontario Municipal Association Conference (Toronto January 19-21) (Councillor Shipston, Deputy Mayor Milne and Councillor Dobreen); Ontario Good Roads Association Conference (Toronto February 23-26) (Councillor Sherson and Councillor Rice); Police Services Board Annual Conference and AGM (Toronto May 27-30) (Councillor Frew); Ontario Municipal West Conference (November) (Deputy Mayor Milne); Ontario Association of Committee of Adjustment Conference (Toronto May 10-13) (Chair of the Committee of Adjustment); Ontario Small Urban Municipalities (May) (Deputy Mayor Milne and Councillor Shipston); Smart Cities Summit (Mayor Woodbury); and Parks and Recreation Ontario Conference (March 24-27) (Councillor Shipston); and
That the Clerk’s Office will book associated travel, hotels and conference registration fees. Carried.
**Staff Comments:**

Staff have since been made aware that the Ontario Municipal West Conference is no longer an event planned for this year. Deputy Mayor Milne has expressed interest and requested attendance at the Federation of Canadian Municipalities (FCM) conference as his third conference for 2020.

Staff have included a breakdown of the cost for the Council conferences for 2020 as Attachment #1 to this report that includes conference registration, hotel costs, parking costs and meal allowances. Since the ROMA and OGRA conferences have already been attended this year, staff included the breakdown of the actual amounts spent for each of the categories for these two, whereas the other conferences are estimates.

For the parking estimate it was assumed that members would carpool so only one vehicle will incur the parking charges, and for the meal allowance estimate, staff included the total allotment at $65/day/member. Staff project that members will not spend the maximum allotment as estimated as the conferences provide many of the meals throughout the days and in the past, the total meal allowance is rarely spent.

The Association of Municipalities of Ontario (AMO) conference and the Ontario Municipal West Conference (OMWC) were not included in the breakdown as no members of Council wished to attend AMO this year, and OMWC is no longer an event. The Ontario Association of Police Service Board’s (OAPSB) and the Ontario Associations of Committees of Adjustment (OACA) conferences were also omitted from the breakdown as these two conferences are budgeted and will be expensed from the Police Service and Planning Department budgets, rather than the Council Conference budget.

**Financial Implications:**
The 2020 Council Conference budget is $20,000.00, excluding per diem and mileage costs. The cost for Deputy Mayor Milne to attend the FCM Conference would be $2,219.59 for registration, hotel, and meal allowance, funded from the Conference budget. The per diem cost would be a further $510 (3 days x $170), funded from the Council wage budget.

**Communications & Community Action Plan Impact:**
This report has been written and presented to Council to communicate accurate information to the public.
Concluding Comments:
Deputy Mayor Milne has requested that Council approve his attendance at the Federation of Canadian Municipalities conference in 2020.

Respectfully Submitted,

Dept Head: Original Signed By
Lindsey Green, Acting Clerk

Treasurer Approval: Original Signed By
William Gott, Treasurer

CAO Approval: Original Signed By
Dave Milliner, CAO

Attachments: 2020 Council Conference Expense Breakdown