



Administrative Report

Office of the Director, Legislative and Community Services/Clerk

To: Warden MacDonald and Members of Essex County Council

From: Mary Birch
Director, Legislative and Community Services/Clerk

Date: Wednesday, September 20, 2023

Subject: Approval of 2024 Conferences

Report #: 2023-0920-LCS-R21-MB

Purpose

To seek approval for the conferences which members of County Council may attend in 2024, in accordance with Corporate Policy 2022-003, Travel, Meetings & Conferences – Council, Committees, Agencies and Boards, as amended, attached as Appendix A.

Background

Policy 2022-003, which establishes a policy related to County Councillor attendance at conferences, recognizes the need for members of Council to enhance their knowledge and keep abreast of the changing technologies and legislative requirements affecting the Corporation's business. Annually, County Council identifies and approves Conferences which historically have provided information and resources which help County Councillors to better carry out the duties of their office.

Discussion

Policy 2022-003: Travel, Meetings and Conferences – Council, Committees, Agencies and Boards was approved by Council May 18, 2022.

Council should be aware that the responsibility for registering members of County Council for conferences, workshops, seminars, etc., as well as for making related travel arrangements resides with Crystal Sylvestre the Coordinator, Legislative and Community Services. Crystal can be reached by

email (csylvestre@countyofessex.ca) or by phone (519-776-6441 ext. 1323).

The following Conferences scheduled for 2024 are proposed for approval:

ROMA

Rural Ontario Municipal
Association January 21-23, 2024
Toronto

OGRA

Ontario Good Roads Association
April 21-24, 2024
Toronto

AMO – OSUM

Ontario Small Urban
Municipalities May 1-3, 2024
Orillia

FCM

Federation of Canadian Municipalities
June 6-9, 2024
Calgary, AB

AMO

Association of Municipalities of Ontario
August 18-21, 2024
Ottawa

GLSLCI

Great Lakes and St. Lawrence Cities Initiative
Usually second week of June, 2024
Montreal, QC

TAC

Transportation Association of Canada
Usually fourth week of September, 2024
TBA

Financial Implications

Conference expenses for Council will be approved as part of the budget process for 2024. The budget will include \$5,000 per member for conferences within the parameters as set out in the policy.

Consultations

There were no consultations required during the drafting of this report.

Recommendation

That Essex County Council receive the report 2023-0920-LCS-R21-MB Approval of 2024 Conferences, and approve for attendance by the members of Essex County Council for the year 2024, the conferences identified and attached as Appendix B to this report, in accordance with Policy 2022-003: Travel, Meetings and Conferences – Council, Committees, Agencies and Boards.

Approvals

Respectfully Submitted,

Mary Birch

Mary Birch, Director, Legislative and Community Services/Clerk

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
A	Conference/Convention Attendance Policy 2022-03
B	List of Conferences for 2024