



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Katherine Hebert, County Clerk

Date: Wednesday, October 1, 2025

Subject: Approval of the 2026 Conferences for County Council Members

Report #: 2025-1001-LLS-R49-KH

Purpose

The purpose of this Administrative Report is to seek approval for the Approved List of Conferences for 2026 (the "**Approved List**"), a copy of which is appended to this Report as **Appendix A**, and which has been prepared in accordance with the provisions of Policy Number 2022-003 – Travel, Meetings, and Conferences – Council, Committees, Agencies, and Boards Policy (the "**Conference Policy**"), a copy of which is appended to this Report as **Appendix B**.

Background

The Conference Policy establishes a procedure related to the attendance of Members of County Council and Members of Agencies, Boards and Committees at conferences, and also recognizes the need for members of Council and Committees to (1) enhance their knowledge, (2) keep abreast of changing technologies, and (3) be made aware of the evolving legislative requirements affecting the County. Annually, County Council reviews identified conferences, and approves those which have historically proven to provide Members with information, resources, and experiential opportunities from which to draw upon in addressing matters of County business.

Discussion

Council should be aware that the responsibility for registering Members of County Council for conferences, workshops, seminars, etc., as well as for making all related travel arrangements resides with County Administration, within the Legislative and Legal Services Department. Should any Member wish to attend a conference on the Approved List, Council should contact the Administrative Assistant, Legislative and Legal Services, Kaitlyn Baggio.

Further, any change of plans, or cancellation of travel arrangements should be communicated with Administration as soon as possible.

Proposed 2026 Conference List

The following conferences are recommended for inclusion on the Approved List for 2026:

ROMA - Rural Ontario Municipal Association

Date: January 18–20, 2026

Location: Toronto, Ontario

OGRA - Ontario Good Roads Association

Date: March 29 – April 1, 2026

Location: Toronto, Ontario

AMO – OSUM - Ontario Small Urban Municipalities

Date: April 29 – May 1, 2026

Location: Parry Sound, Ontario

GLSLCI - Great Lakes and St. Lawrence Cities Initiative

Date: May 6-8, 2026

Location: Hamilton, Ontario

FCM - Federation of Canadian Municipalities

Date: June 4–7, 2026

Location: Edmonton, Alberta

AMO - Association of Municipalities of Ontario

Date: August 16-19, 2026

Location: Ottawa, Ontario

WOWC– Western Ontario Wardens’ Caucus

Date: October 15-16, 2026

Location: Guelph, Ontario

For Council's ease of reference, this Report confirms that there are no proposed changes to the Approved List for 2026 from the Approved List for 2025.

Financial Implications

There are no financial impacts other than the amounts budgeted for attendance at conferences for 2026, with the limit for each member being proposed to be kept at \$5,000 for 2026, as it was in 2025. The Conference Policy authorizes each member to attend a conference from the Approved List, with travel expenses, including meals, accommodations, and conference fees, etc., but with those expenses not to exceed \$5,000 per member.

The proposed 2026 Council Services Budget aligns with the parameters set out in the Conference Policy, with a \$5,000 maximum allocation being set per member.

Consultations

During the review and preparation of this report, and the Policy, the following people were consulted:

- Kelly Robinson, Financial Analyst
- Crystal Sylvestre, Manager, Records and Accessibility/Deputy Clerk
- Kaitlyn Baggio, Administrative Assistant, Legislative and Legal Services
- David Sundin, Director, Legislative and Legal Services/County Solicitor

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
<input type="checkbox"/> Scaling Sustainable Services through Innovation <input type="checkbox"/> Focusing "Team Essex County" for Results <input type="checkbox"/> Advocating for Essex County's Fair Share	<input type="checkbox"/> Being an Employer with Impact <input checked="" type="checkbox"/> A Government Working for the People <input checked="" type="checkbox"/> Promoting Transparency and Awareness	<input type="checkbox"/> Providing Reliable Infrastructure for Partners <input type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County <input type="checkbox"/> Harmonizing Action for Growth <input type="checkbox"/> Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive Report Number 2025-1001-LLS-R49-KH, Approval of the 2026 Conferences for County Council Members as information, and approve the 2026 Conferences for Council attendance in accordance with Policy Number 2022-003 – Travel, Meetings, and Conferences – Council, Committees, Agencies and Boards.

Approvals

Respectfully Submitted,

Katherine Hebert

Katherine Hebert, County Clerk

Concurred With,

David Sundin

David Sundin, BA (Hons), LL.B., Director, Legislative and Legal Services/County Solicitor

Concurred With,

Sandra Zwiers

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

Appendix	Title
A	2026 Approved Conferences – Council Members
B	2022-003 Corporate Policy - Travel, Meetings, and Conferences – Council, Committees, Agencies and Boards