
TO: GENERAL COMMITTEE

SUBJECT: 2018 COUNCIL CONFERENCE ATTENDANCE

WARD: ALL

PREPARED BY AND KEY CONTACT: C. SWAN, SUPERVISOR OF ADMINISTRATIVE AND SUPPORT SERVICES EXT. 5077

SUBMITTED BY: W. COOKE, ACTING CITY CLERK/DIRECTOR OF LEGISLATIVE AND COURT SERVICES

GENERAL MANAGER APPROVAL: D. MCALPINE, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES

CHIEF ADMINISTRATIVE OFFICER APPROVAL: M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDED MOTION

1. That _____, _____ and _____ be granted approval to attend the 2018 Federation of Canadian Municipalities (FCM) annual conference to be held in Halifax, Nova Scotia as an official delegation for the City of Barrie.
2. That _____, _____, _____, _____ and _____ be granted approval to attend the 2018 Association of Municipalities of Ontario (AMO) annual conference in the Ottawa, Ontario as an official delegation for the City of Barrie.
3. That Councillor B. Ainsworth, on behalf of the Town and Gown Committee be granted approval to attend the annual Town and Gown Association of Ontario Symposium (dates and location not yet available).
4. That the applicable related expenses (including registration, travel, accommodation and meals) be reimbursed from the Council Conference Account to a maximum of \$16,000 for the three conferences, subject to approval of the 2018 Business Plan (Account # 01-06-0950-0000-3071/1010-600000).

PURPOSE & BACKGROUND

5. Motion 08-G-511 was adopted on October 28, 2008 regarding Council Expenses. Paragraph 2 of the motion required a staff report to be presented annually regarding the approval of the delegates for each conference.
6. In 2012, Council adopted motion 12-G-248 regarding Funding for the Annual Town and Gown Association of Ontario Symposium, as follows:

"That the Council Policy regarding funding for attendance at annual conferences be amended to add to the list of conferences with Council representative attendance funded from the \$15,000 included annually in the Council Conference Account (Account # 01-06-0950-0000-3071/1010-600000), as follows:

One member of Council be granted approval to attend the annual Town and Gown Association of Ontario Symposium typically held in May of each year.”

7. An amount of \$16,000 is being included in the 2018 Business Plan to permit three members of Council to attend the Federation of Canadian Municipalities (FCM) annual conference, five members to attend the Association of Municipalities of Ontario (AMO) annual conference and a single member to attend the Town and Gown Association of Ontario Symposium, including all applicable related expenses (including registration, travel, accommodations and meals).
8. Generally, the decision regarding who is attending the conferences is made early in the calendar year of the event, to provide the opportunity to take advantage of the “early bird” hotel rates. However, the hotels have now started the “early bird” hotel room rates in the year prior to the events.
9. According the 2018 AMO Conference Guest Room Booking Policy, 8 (eight) hotels have a negotiated Conference Rate and there is a deposit policy in place to reserve a room. Any reservations with duplicate names will not be honoured. There may be a non-refundable cancellation fee and multi-night deposits associated with bookings at particular hotel(s), should a member of Council or City staff book a hotel room and/or subsequently cancel, after specific dates.
10. FCM has negotiated discounted room rates at a number of Halifax hotels and will be available on a first-come, first-served basis. The deadline to cancel reservations is Friday, March 2, 2018. Cancellations made after this date may result in a penalty equal to one night's room and tax.
11. The FCM Annual Conference and Trade Show is being hosted in Halifax, Nova Scotia from May 31st to June 3rd, 2018. The FCM annual conference is designed to engage political leaders and senior staff in professional development offering informative and thought-provoking sessions.
12. The 2018 AMO annual conference is being hosted by the City of Ottawa from August 19th – 22th, 2018. The AMO annual conference is a gathering of municipal government officials and each year offers a program with a theme related to current and emerging issues. A wide range of sessions provides delegates with the opportunity to learn, network and share information regarding best practices.
13. The dates and location for the 2018 Town and Gown Association of Ontario Symposium were not published at the time this staff report was prepared. The symposium focuses on working in a collaborative way to address near-campus issues. The 2018 TGAO Symposium is expected to attract approximately 150+ delegates, representing universities/colleges, student organizations, citizens, community organizations, local municipalities and others.
14. The information provided at the conferences/symposium offers municipal elected officials an opportunity to gather new tools for leading their communities and then bring this information back to their respective communities.
15. Members of City Council who attended the subject conferences this year were able to meet with other municipalities to share and receive perspectives on infrastructure funding, new technologies, the economy and other Municipal Government affairs. As well, these conferences often present opportunities to meet with Federal and Provincial Ministers to discuss Barrie's concerns and requirements related to funding of projects.

ANALYSIS

16. Council members have acknowledged the importance of having political representation at two specific annual conferences, FCM and AMO. Attendance provides members of Council with the opportunity to represent the City as part of an official delegation(s) when meeting with other levels of government regarding current issues. Council has also identified the importance of the annual Town and Gown Symposium.
17. Individuals not selected as part of the official delegation for either of these conferences would still be able to attend utilizing their own individual expense account. If there are other conferences that Council members wish to attend, the costs associated would continue to be reimbursed through individual expense accounts. Council may also approve attendance for a certain conference at any time through a Council resolution.
18. Information currently available for the FCM, AMO conferences is attached. Additional information concerning the conferences will be provided to Members of Council as it becomes available.

ENVIRONMENTAL MATTERS

19. There are no environmental matters related to the recommendation.

ALTERNATIVES

20. The following alternatives are available to General Committee with respect to the recommendation:

Alternative #1

General Committee could add, change or reduce the number of attendees at the conferences/symposium as an official delegation for the City of Barrie.

A significant increase in the number of attendees at the conferences could result in the annual budget for Council conferences being exceeded, depending on the location/costs associated with a conference(s).

Alternative #2

General Committee could require attendance at any of the three conferences to be paid from individual expense accounts or by the individual member of Council rather than the Council Conference Account.

FINANCIAL

21. \$16,000 will be included in the 2018 Business Plan for the costs associated with the delegations on behalf of City Council to the FCM, AMO and Town and Gown annual conferences. This includes costs associated with registration, travel, accommodation and meals. It is estimated that \$16,000 is sufficient based upon the location of the conferences and typical costs for three members to attend FCM, five members to attend AMO and one member to attend the Town and Gown Symposium.
22. Expenses associated with attendance at either of the conferences would be included in the annual Council remuneration report as required by section 283(1) of the Municipal Act, 2001. Council expenses include the costs associated with attending events on behalf of the City hosting guests, communication materials, travel related expenses and office expenses.

LINKAGE TO 2014-2018 COUNCIL STRATEGIC PLAN

23. The recommendation(s) included in this Staff Report are not specifically related to the goals identified in the 2014-2018 Strategic Plan. However, attendance at the FCM and AMO Conferences and Town and Gown Symposium supports Council Strategic Priorities as they promote opportunities to network with other Municipal Officials and gain ideas related to supporting a vibrant business environment, responsible spending, an inclusive community and well planned transportation.

APPENDIX "A"

Information regarding the FCM and AMO Conferences and Town and Gown Symposium

The screenshot shows the FCM website page for the 2018 Annual Conference and Trade Show in Halifax. The page features a dark red header with the FCM logo and navigation links: MEMBERSHIP, ISSUES, PROGRAMS, FUNDING, EVENTS, AWARDS, and ABOUT US. The main content area includes a breadcrumb trail: Home / Events / Upcoming events / 2018 Annual Conference and Trade Show Halifax. A left sidebar contains links for Upcoming events, Past Webinars and Workshops, and Past Conferences. The main heading is "2018 Annual Conference and Trade Show Halifax" in orange. Below it, the dates "May 31-June 3, 2018" and location "Halifax" are listed. A sub-heading "Join us in Halifax for AC2018" is followed by a paragraph describing the event. A section titled "2018 program highlights" lists four bullet points: four days of plenaries, workshops, industry-led seminars and networking opportunities; study tours offered by the City of Halifax; and the ever-popular Trade Show featuring over 170 exhibitors. A "Plan your trip!" section asks if the user will be attending and provides a link to "Plan your trip to Halifax now!". On the right side, there is a search bar, social media sharing options, an "Information" section for Natalina Conner (Events Registration Coordinator, Communications and Membership, T. 613-907-6317), a "2018 Trade Show" section with a floor plan image, and a "Follow us" section with social media icons for Twitter, Facebook, LinkedIn, YouTube, and RSS. The page footer indicates "Page Updated: 20/10/2017".

- > AMO Annual Conference >
- > Ontario West Municipal Conference >
- > Past Events >

QUICK LINKS



CONTACT

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FUTURE CONFERENCE DATES


- August 18 - 21, 2019 | Ottawa
- August 16 - 19, 2020 | Ottawa

2018: WHAT YOU NEED TO KNOW RIGHT NOW


- Dates: August 19 - 22, 2018
- Location: Shaw Convention Centre, Ottawa and Westin Hotel, Ottawa
- **Guestroom Booking: Opens January 17, 2018 at 10:00 am, policy details are posted now, please review and make note of the changes this year.**
- Registration will open in early 2018
- Looking to exhibit? **Details and application to exhibit can be found under The Trade Show.**
- Want to sponsor? Contact Lorna Ruder, Executive Assistant, lruder@amo.on.ca, or 416.971.9856 ext. 341
- Travel discounts for ViaRail, Air Canada and Porter Airlines are being worked on now, details will be posted soon.

2017 PRESENTATIONS

The 2017 AMO Conference video highlights are posted here. Full presentation information will be posted shortly.

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TGAO


Town & Gown Association of Ontario

Resources News Our Members **Symposium**

Symposium

TGAO holds an annual symposium to discuss issues that affect communities in University and College towns.

Contact us for the opportunity to host the 2018 Symposium in your town and gown community.





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Merci • Thank you


TGAO Conference OTTAWA 2017

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