



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: 2023 Training and Conference Opportunities

Prepared By: Jennifer White, Manager of Legislative Services/Clerk

Department: Legislative Services

Date: Dec. 19, 2022

Report Number: CLK-2022-12-112

File Number: C11 CLK2022

Attachments: none.

Recommendation:

THAT the Township of Huron-Kinloss Council hereby receives for information Report Number CLK-2022-12-111 prepared by Jennifer White, Clerk;

AND FURTHER that Staff be directed to take the administrative steps necessary to register Council members for conferences per Council discussion, and that the costs associated be included within the 2023 budget.

Background:

The Township of Huron-Kinloss is committed to investing in the necessary training and development of Members of Council to enable corporate and strategic plan objectives to be met. The Township also allows for expense, mileage reimbursement and meal allowances for Council members.

Council members are welcome to attend municipal related conferences on behalf of the Township of Huron-Kinloss throughout their term. Staff will book your registration and accommodations.

Staff are providing a listing of municipal related conferences available for Council consideration and discussion. This list is not exhaustive and should a member of Council wish to attend a conference not listed, they should contact the Clerk with their request. Bookings are subject to budgetary constraints.

Discussion:

Council passed the Professional Development and Expense Policy By-law no. 2019-166;2022-137. Schedule J address the reimbursement of employees and Council Members who attend conferences or conventions.

Each member of Council is entitled to attend two conventions in the Province in any year. Allowance for members of Council attending conventions shall be as follows:

- a) Registration - actual amount.
- b) Accommodation - actual amount.
- c) Transportation by the most economical fare.
- d) Meal allowances will be paid for all meals not covered in registration including meals purchased while travelling to or from a convention.
- e) Per diem rate shall be established in the annual remuneration by-law.
- f) When a companion attends the convention with a council member, those costs will be the councillor's responsibility.

The current meal allowance rates are Breakfast \$10.00 Lunch \$20.00 Supper \$40.00.

Frequently Attended Conferences by Members of Council

Rural Ontario Municipal Association (ROMA) Conference

January 22nd -24th, 2023 | Toronto, ON

<https://www.roma.on.ca/>

Ontario Good Roads Association (OGRA) Conference

April 16th - 19th, 2023 | Toronto, ON

<https://goodroads.ca/conference/>

Association of Municipalities of Ontario Conference

August 20th - 23rd, 2023 | London, ON

<https://www.amo.on.ca/>

Other Conferences to Consider

Sustainable Communities Conference

February 7-10, 2023 | Ottawa, ON (available online)

<https://fcm.ca/en/events-training/conferences/sustainable-communities-conference-2023>

Ontario Small Urban Municipalities Conference

April 26 – April 28, 2023 | Brant County, ON

<https://www.osum.ca/>

Financial Impacts:

Conference requests are included within the operating budget.

Strategic Alignment / Link:

n/a

Respectfully Submitted By:

Jennifer White, Manager of Legislative Services/Clerk

Report Approved By:

Mary Rose Walden, Chief Administrative Officer