

Subject: City representation and delegate attendance at municipal conferences and tradeshows in 2024

File Number: ACS2024-OCC-GEN-0004

Report to Finance and Corporate Services Committee on 5 March 2024

Submitted on February 23, 2024 by Caitlin Salter-MacDonald, Manager, Council and Committee Services, Office of the City Clerk

Contact Person: Danyelle Bélanger, Program Manager, Council Support Services, Office of the City Clerk

613-580-2424 extension 24248, Danyelle.Belanger@ottawa.ca

Ward: Citywide

Objet : Représentation de la Ville et participation de délégués aux conférences municipales et aux salons professionnels en 2024

Numéro de dossier : ACS2024-OCC-GEN-0004

Rapport présenté au Comité des finances et des services organisationnels

Rapport soumis le 5 mars 2024

Soumis le 23 février 2024 par Caitlin Salter-MacDonald, Gestionnaire, Services au Conseil municipal et aux comités, Bureau du greffier municipal

Personne ressource : Danyelle Bélanger, Gestionnaire de programme, Services de soutien au Conseil, Bureau du greffier municipal

613-580-2424 poste 24248, Danyelle.Belanger@ottawa.ca

Quartier : À l'échelle de la ville

REPORT RECOMMENDATIONS

That the Finance and Corporate Services Committee approve the following:

- 1. That four Members of Council attend the Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show, to be held June 6 to June 9, 2024, in Calgary, Alberta, in addition to the Mayor and Councillors Tierney and Johnson, who serve on the FCM Board of Directors;**

- 2. That, as the Association of Municipalities of Ontario (AMO) Annual Conference is to be held in Ottawa, from August 18 to August 21, 2024, and there will be no travel, accommodation or per diem expenses associated with this conference, any Members of Council wishing to attend are requested to notify the Office of the City Clerk prior to March 18, 2024.**

RECOMMANDATION(S) DU RAPPORT

Que le Comité des finances et des services organisationnels approuve ce qui suit :

- 1. Que quatre membres du Conseil assistent à la conférence annuelle et au salon professionnel de la Fédération canadienne des municipalités (FCM), qui se tiendra du 6 au 9 juin 2024 à Calgary (Alberta), en plus du maire et des conseillers Tierney et Johnson, qui siègent au conseil d'administration de la FCM;**
- 2. Que, étant donné que la conférence annuelle de l'Association des municipalités de l'Ontario (AMO) se tiendra à Ottawa, du 18 au 21 août 2024, et qu'il n'y a pas de frais de déplacement et d'hébergement ou d'indemnité quotidienne associés à cette conférence, tout membre du Conseil qui désire y assister est prié d'en aviser le Bureau du greffier municipal avant le 18 mars 2024.**

BACKGROUND

The City of Ottawa is the fourth largest city in Canada, the second largest city in Ontario, and the largest city in the Association of Municipalities of Ontario (AMO). In addition to AMO, the City is a member of a number of municipal organizations including the Federation of Canadian Municipalities (FCM), the Rural Ontario Municipal Association (ROMA), the Ontario Good Roads Association (OGRA), and the Association of Francophone Municipalities of Ontario (AFMO).

As a leading municipality, Ottawa is a member of several municipal organizations responsible for advancing important priorities and engaging with upper levels of government. The City's participation allows the City to influence policy development at the provincial and national level, while networking and learning from peers. To this end, Members of Council are invited to attend various conferences, conventions, and meetings both within and outside the municipality.

In March 2008, the Participation in Municipal Organizations and Miscellaneous Internal Issues report (ACS2008-CMR-CCB-0040) was approved. This report set out guidelines and protocols for participation in municipal associations and established the practice that a report be prepared early in each calendar year identifying the major municipal conferences and the recommended delegates for each conference. The report is presented annually to the Finance and Corporate Services Committee for approval.

Council Representatives to Municipal Associations

On December 7, 2022, Council appointed Councillor Riley Brockington as the City's representative to AMO until the 2022-2026 Mid-Term Governance Review. On August 23, 2023, Council approved Councillor Laine Johnson as the City's new representative to FCM, replacing Councillor Tim Tierney who was elected as third vice president to the FCM Board of Directors until August 2024.

On December 14, 2022, Council approved the appointments of Councillor Clarke Kelly as the City's representative to ROMA, Councillor Steve Desroches as the City's representative to OGRA and Councillor Stéphanie Plante as the City's representative to AFMO for the 2022-2026 Term of Council.

DISCUSSION

In accordance with past practice, all Members of Council were canvassed for their interest in representing the City of Ottawa at the following annual conferences:

FCM Annual Conference – Calgary, Alberta

The Federation of Canadian Municipalities (FCM) is hosting its Annual Conference and Trade Show from June 6 to June 9, 2024, in Calgary, Alberta.

In 2023, a total of seven Members of Council attended the FCM Conference in Toronto: Councillor Tierney as the City's sole board representative at that time, and Councillors Kavanagh, Bradley, Devine, Troster, Menard and Lo.

For 2024 the Office of the City Clerk solicited interest for up to four Members to attend in addition to Mayor Sutcliffe and Councillors Johnson and Tierney, who both serve on the FCM Board.

The following Members of Council expressed an interest in attending FCM:

1. Laura Dudas
2. Clarke Kelly
3. Sean Devine
4. Rawlson King
5. Ariel Troster
6. Riley Brockington
7. Marty Carr
8. Shawn Menard
9. George Darouze
10. Allan Hubley
11. Wilson Lo

The Office of the City Clerk is recommending that Finance and Corporate Services Committee approve the attendance of four of the above-noted Members of Council.

AMO Annual Conference – Ottawa, Ontario

The Association of Municipalities of Ontario (AMO) is hosting its Annual Conference from August 18 to August 21, 2024, in Ottawa, Ontario.

Considering the conference will be held locally and there will be no associated travel costs, it is recommended that any Member of Council wishing to attend will have the opportunity to do so, consistent with past practices. Members are requested to advise the Office of the City Clerk of their interest in attending AMO by March 18, 2024, to benefit from early-bird pricing.

ROMA Annual Conference – Toronto, Ontario

The Rural Ontario Municipal Association (ROMA) hosted the 2024 Annual General Meeting and Conference from January 21 to January 23, 2024, in Toronto, Ontario. Councillor Clarke Kelly joined as the City's appointed representative alongside Councillors Brockington, Kitts and Darouze.

AFMO Annual Conference – Clarence-Rockland, Ontario

The Association of Francophone Municipalities of Ontario (AFMO) is hosting their annual conference from September 26 to September 28, 2024, in Clarence-Rockland, Ontario. As the City's representative to AFMO, it is anticipated that Councillor Plante will attend the 2024 Annual Conference.

OGRA Annual Conference – Toronto, Ontario

The 2024 Good Roads Conference will be held from April 21 to April 24, 2024, in Toronto, Ontario. As the City's representative to the Ontario Good Roads Association (OGRA), it is anticipated that Councillor Desroches will attend the 2024 Annual Conference.

FINANCIAL IMPLICATIONS

Funds are available within the 2024 Elected Officials Administration operating account.

LEGAL IMPLICATIONS

There are no legal impediments to approving the recommendations in this report.

CONSULTATION

The Office of the City Clerk solicited Members of Council for interest in representing the City at various municipal organizations. Member interest and preferences were considered by the Nominating Committee in its deliberations and appointments on December 14, 2022.

Members were further consulted by the City Clerk through the circulation of a memo to solicit interest in attending the 2024 FCM Annual Conference and Trade Show, and the 2024 AMO Annual Conference.

RURAL IMPLICATIONS

Among the municipal associations that Members of Council participate in is that of the Rural Ontario Municipal Association (ROMA).

TERM OF COUNCIL PRIORITIES

Participation in municipal associations is one of several venues for Council to advocate externally in support of its Term of Council priorities.

DISPOSITION

A motion will be required at the Finance and Corporate Services Committee meeting of March 5, 2024, to put forward the names of the recommended delegates for approval.

Council Support Services will process the registrations for the 2024 FCM Annual Conference and Trade Show, and the 2024 AMO Annual Conference, and advise FCM and AMO of the City's delegates. As the early-bird registration deadline for AMO is

March 18, 2024, all Members who have expressed their interest have been proactively registered to benefit from preferential pricing. Council Support Services will cancel registrations for a full reimbursement less a small administrative fee in the event a Member is not approved as a delegate.

Should any Member of Council be unable to attend a conference for which they have been registered, it is requested that they notify the City Clerk immediately. The City Clerk will undertake a circulation to all Members of Council to identify a substitute.

As per the 2008 Council-approved report entitled Participation in Municipal Organizations and Miscellaneous Internal Issues, if the City is unable to identify a substitute and unable to obtain a full refund in the event of a cancellation that is not the result of an emergency, outstanding registration fees will be charged to the Member's Constituency Services Budget. Delegates to each of the conferences are responsible for making their own travel and accommodation arrangements, with the support of Council Support Services.

Similarly, Members who advise the City Clerk of their intent to attend a conference after the early-bird registration deadline will see the difference between the registration rate applicable at this time and the early-bird rate charged to their Constituency Services Budget.

The Council Expense Policy requires Members who undertake City-funded travel to submit a written report to the appropriate Standing Committee detailing their experiences, what they learned and how the City's position or interests were advanced. The report will be included on the agenda of the appropriate Standing Committee as an Information Previously Distributed (IPD) Memo.

The Finance and Corporate Services Committee has the delegated authority to approve this report in accordance with its Terms of Reference.