

**SUBJECT: City representation and delegate attendance at the Federation of Canadian Municipalities and the Association of Municipalities of Ontario Annual Conferences**

**File Number ACS2022-OCC-GEN-0011**

**Report to Finance and Economic Development Committee on 5 April 2022**

**Submitted on March 25, 2022 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**

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**Ward: City Wide**

**OBJET : Représentation de la Ville et participation de délégués aux conférences et congrès annuels de la Fédération canadienne des municipalités et de l'Association des municipalités de l'Ontario**

**Dossier : ACS2022-OCC-GEN-0011**

**Rapport au Comité des finances et du développement économique**

**le 5 avril 2022**

**Soumis le 25 mars 2022 par Caitlin Salter MacDonald, Gestionnaire des 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**

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**Quartier : À l'échelle de la ville**

## **REPORT RECOMMENDATIONS**

**That Finance and Economic Development Committee approve the following:**

- 1. That Councillors Brockington and Menard attend the Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show, to be held June 2 to June 5, 2022, in Regina, Saskatchewan, in addition to the Mayor and**

**Councillor Tierney, who was previously appointed by Council to serve as the City's FCM representative;**

- 2. That, as the FCM Annual Conference and Trade Show will also be held virtually online, and there are no travel, accommodation, or *per diem* expenses associated with this method of attendance, any Member of Council wishing to attend FCM virtually, shall notify the Office of the City Clerk prior to April 22, 2022; and**
- 3. That, as the Association of Municipalities of Ontario Annual Conference is to either be held in Ottawa and there are no travel, accommodation, or *per diem* expenses associated with this conference, any Member of Council wishing to attend, in addition to the Mayor and Councillor Brockington, who was previously appointed by Council to serve as the City's AMO representative, shall notify the Office of the City Clerk.**

## **RECOMMANDATIONS DU RAPPORT**

**Que le Comité des finances et du développement économique approuve ce qui suit :**

- 1. Outre le maire et le conseiller Tierney, qui a été nommé précédemment par le Conseil pour représenter la Ville à la FCM, que les conseillers Brockington et Ménard assistent au Congrès annuel et salon professionnel de la Fédération canadienne des municipalités (FCM) qui se déroule du 2 juin au 5 juin 2022 à Regina, en Saskatchewan;**
- 2. Étant donné que le Congrès annuel et salon professionnel de la FCM se tient en mode virtuel et qu'il n'y a pas de frais de déplacement ni de frais d'hébergement ni d'indemnités quotidiennes associés à ce mode de participation, que tout membre du Conseil désireux d'assister en mode virtuel au congrès de la FCM en avise le Bureau du greffier municipal avant le 22 avril 2022;**
- 3. Outre le maire et le conseiller Brockington, qui a été nommé précédemment par le Conseil pour représenter la Ville à l'AMO, étant donné que le Congrès annuel de l'Association des municipalités de l'Ontario doit se tenir à Ottawa et qu'il n'y a pas de frais de déplacement**

**ni de frais d'hébergement ni d'indemnités quotidiennes associés à ce congrès, que tout membre du Conseil désireux d'y assister en avise le Bureau du greffier municipal.**

## **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), and the Association of Francophone Municipalities of Ontario (AFMO).

With greater emphasis being placed on stronger municipalities, the work of these organizations intensifies as they are the bodies responsible for advancing policies and negotiating agreements with the upper levels of government. The City of Ottawa can influence in this policy development and negotiations through participation in these organizations. 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 attendance at associated conferences. Specifically, the guidelines required that a comprehensive report be prepared early in each calendar year identifying the primary municipal conferences and the recommended delegates for each conference. The report is presented to the Finance and Economic Development Committee for approval.

For this term of Council, as part of the 2018-2022 Council Governance Review, Council approved that the Nominating Committee recommend the City's representatives to FCM, AMO, ROMA, and AFMO. Therefore, on December 12, 2018, during their consideration of the Nominating Committee report, Council approved the appointments to external agencies for the 2018-2022 Term of Council as follows:

### **Federation of Canadian Municipalities (FCM)**

Councillor Tim Tierney

### **Association of Municipalities of Ontario (AMO)**

Councillor Riley Brockington

## **Association of Francophone Municipalities of Ontario (AFMO)**

Councillor Jean Cloutier

## **Rural Ontario Municipal Association (ROMA)**

Councillor Eli El-Chantiry

In addition to the appointment of Members at annual conferences, the Finance and Economic Development Committee may approve travel and attendance at other conferences.

## **DISCUSSION**

In accordance with past practice, all Members of Council were canvassed for their interest in representing the City of Ottawa at the FCM Annual Conference.

### **FCM Annual Conference**

The Federation of Canadian Municipalities (FCM) is hosting its Annual Conference and Trade Show from June 2 to June 5, 2022, in Regina, Saskatchewan.

The Office of the City Clerk solicited interest for up to five (5) Members, including Mayor Watson and Councillor Tierney, as FCM board member.

Expressions of interest were received from Councillors Brockington and Menard to attend the conference in person, and Councillor Curry to attend virtually.

As the virtual option will not include any associated travel costs, it is recommended that any additional Member of Council wishing to attend the virtual option have the opportunity to do so, provided they advise the Office of the City Clerk prior to April 22, 2022, to take advantage of early-bird registration rates.

### **AMO Annual Conference**

The Association of Municipalities of Ontario (AMO) is hosting its Annual Conference from August 14 to August 17, 2022, in Ottawa, and may include a virtual option.

Registration options are still to be confirmed by AMO. As there are no travel, accommodation, or *per diem* expenses associated with this conference, any Member of Council wishing to attend will have the opportunity to do so. The Office of the City Clerk will advise Members of Council of the registration deadline once the information has been made available.

## **AFMO Annual Conference**

The Association of Francophone Municipalities of Ontario (AFMO) is hosting their annual conference in 2022. While the date and location has not yet been determined, Councillor Cloutier would ordinarily attend as Council's representative. As the budget accommodates one attendee, no additional delegates are being sought for this conference.

## **ROMA Annual Conference**

The Rural Ontario Municipal Association hosted its Annual General Meeting and Conference from January 23 to January 25, 2022, in virtual format. Councillor El-Chantiry attended the 2022 conference as the Council representative.

## **FINANCIAL IMPLICATIONS**

Funds are available within the 2022 Elected Officials Administration operating account.

## **LEGAL IMPLICATIONS**

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

## **COMMENTS BY THE WARD COUNCILLOR(S)**

This is a City-wide report.

## **CONSULTATION**

Consultation with Members of Council regarding City representation to the various municipal organizations was obtained through the Nominating Committee survey and request for external agency membership preferences.

Consultation with Members of Council regarding 2022 FCM conference attendance was obtained by the City Clerk through the circulation of a memo soliciting Members' interest.

## **ACCESSIBILITY IMPACTS**

There are no accessibility impacts associated with this report.

## **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

## **RURAL IMPLICATIONS**

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

## **TERM OF COUNCIL PRIORITIES**

There are no Term of Council Priorities associated with this report.

## **DISPOSITION**

Council and Committee Services will process the registrations for these conferences and advise FCM and AMO of the City's delegates.

Should any Council Member 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 then undertake a circulation to all Members of Council to search for a substitute.

As per the 2008 Council-approved *Participation in Municipal Organizations and Miscellaneous Internal Issues* report, in the event that the City is unable to find a substitute and a refund is not provided, any fees associated with cancellations that are not due to emergencies (personal or City-related) will be charged to the office budget of the individual elected representative. The delegates to each of the conferences will be responsible for making their own travel and accommodation arrangements, in consultation with Council Support Services.

Similarly, should any Member of Council advise the Office of the City Clerk after the early-bird registration deadline that they wish to attend the FCM conference virtually (or attend the AMO conference), the additional costs associated with the late registration will be charged to the office budget of the individual Member. The registration deadlines for the AMO conference will be communicated to Members of Council by the Office of the City Clerk when they are confirmed.

As per the [Council Expense Policy](#), members who undertake City-funded travel must submit a report detailing their experiences, what they learned at the conference and how the City's position or interests were advanced. The report shall be accomplished in writing, as an information report or Information Previously Distributed (IPD) Memo listed on the agenda for the appropriate Standing Committee.

In accordance with its Terms of Reference, the Finance and Economic Development Committee has the delegated authority to approve this report.