CLERK ADMINISTRATOR
STAFF REPORT

Report to: Mayor Ferguson and Members of Council
From: Janet Denkers, Clerk Administrator
Date: October 10, 2019

Municipal Conferences

At the September 26, 2019 regular session of Council, staff were directed to prepare a report on Councillor / Mayor expenses for conferences and expenses. The current municipal by-law which prescribes the allowances was passed in 2011.

Attached to this report is a comparison from other local municipalities.

It is important for Council members to attend conferences to interact with other politicians, hear new municipal / provincial / federal developments, learn best practices and meet with government officials who seek input from municipal representatives.

FINANCIAL CONSIDERATIONS

The 2020 rate for ROMA has been set at $565. The other common conferences of OGRA and AMO have not been released at the time of writing this report but are generally in the same price range.

Council members have been very diligent in securing affordable conference hotels at discounted rates, shared transportation and meals while attending conferences keeping expenses within a reasonable limit. Should Councillors opt to attend the various conferences offered, the average expenses amount to approximately $1,400 / conference.

The various workshops offered by AMO / MMAH / Frank Cowan Company etc for Councillors generally range in the amount of $345 / day and are conveniently located in London where accommodation is not required. Full day attendance at workshops costs approximately $400-$500.

It has been noted that because of the current conference allowances, some valuable workshops are not attended locally by Councillors.

CONSIDERATION

It has been established that conferences and workshops are valuable opportunities for Councillors to gain additional knowledge and resources to effectively carry out their duties as elected officials. The current conference allowances should be looked at to encourage Councillors to attend one municipal conference and additional workshops throughout the year. The following amendments are being brought forward for Council consideration:

Councillor	Mayor
Conference Per Diem 0-3 hours $75 Full Day $200	Conference Per Diem 0-3 hours $75 Full Day $200
Meal Allowance $60 per day with receipts (no alcohol)	Meal Allowance $60 per day with receipts (no alcohol)
Convention / Workshop Allowance $2,500 / year including registration, mileage, hotels	Convention / Workshop Allowance $3,500 / year including registration, mileage, hotels

The Mayor's convention / workshop allowance has been raised higher than Councillors as the Mayor is often required to attend other conferences to formally meet and join with other politicians in delegations on Lambton County and the local municipalities to the federal / provincial governments and to represent the Municipality at various roundtable discussions.

Recommendation

That Council provide direction on the proposed amendments to the Councillor Renumeration for attendance at Conferences and Workshops and that the Clerk Administrator bring the approved amendments in the form of a By-law to the next regular session of Council.

Municipal Comparison – Conference Expenses

	DAWN-EUPHEMIA	ENNISKILLEN	ST.CLAIR TOWNSHIP	PETROLIA	PT.EDWARD	ADELAIDE METCLAFE	BROOKE-ALVINSTON	Plympton Wyoming
Conference Per Diem	$120/day	$227.50 / day Included in conference allowance	$175 / day	0-3 hours $60 Full day $125/day *(Included in conference allowance)*	$150/day	$150 / day	$200 / day *(included in conference allowance)*	Regular meeting Day pay while in attendance at conference
Meal Allowance	$60/day	Included in conference allowance	Paid by Township	Full Daily $80 OR $15 Breakfast $25 Lunch $35 Dinner	$75 / day	Paid by Township	Included in conference allowance	Included in conference allowance
Convention Allowance **(Councillor)**	1/ Councillor	Yearly expenses including registration, meals, mileage, incidentals and hotel not to exceed $2,500 / year/member	2/ year	Yearly expenses including registration, per diem, meals, mileage and hotel not to exceed $4,500 / year/member	1 conference allowed per year	No limit	Yearly expenses including per diem, accommodation meals, mileage, incidentals and hotel not to exceed $1,500 / year/member Registration of conferences not included in fee	Yearly expenses including per diem, accommodation meals, mileage, incidentals and hotel not to exceed $2,000 / year/member Registration of conferences not included in fee
Convention Allowance **(Mayor)**	3 / Mayor including OGRA, ROMA, AMO	Yearly expenses including registration, meals, mileage, incidentals and hotel not to exceed $2,500 / year/member	2/year	Yearly expenses including registration, per diem, meals, mileage and hotel not to exceed $4,500 / year/member	1 conference allowed per year	No limit	Yearly expenses including per diem, accommodation meals, mileage, incidentals and hotel not to exceed $1,500 / year/member Registration of conferences not included in fee	Yearly expenses including per diem, accommodation meals, mileage, incidentals and hotel not to exceed $2,000 / year/member Registration of conferences not included in fee
Registration Costs for Conferences	Paid by Township	Included in conference allowance	Paid by Township	Included in conference allowance	Paid by Township	Paid by Township	Paid by Township	*each Council member additionally receives 2 paid registrations exempt from above $2,000 limit*
Hotels for Conferences	Paid by Township	Included in conference allowance	Paid by Township	Included in conference allowance	Paid by Township	Paid by Township	Included in conference allowance	Included in conference allowance
Mileage for Conferences	Paid by Township	Included in conference allowance	Paid by Township	Included in conference allowance	Paid by Township	Paid by Township	Included in conference Allowance	Included in conference allowance

Mayors are permitted to attend one conference per year from the County of Lambton