



## Report to Council

Department: Office of the CAO  
Division: Office of the CAO  
Date: October 21, 2024  
Prepared by: Doug Sweet, Chief Administrative Officer  
Report Number: Office of the CAO-2024-11  
Subject: 2025 Conference Listing  
Number of Pages: 5

### **Recommendation(s)**

That report CAO-2024-11 entitled 2025 Conference Listing prepared by Doug Sweet, Chief Administrative Officer dated October 21, 2024, be received for information.

### **Purpose**

To provide a proposed listing of conferences which members of Essex Council may be interested in attending in 2025, in accordance with Corporate Policy 2022-003, Travel, Meetings & Conferences – Council, Committees, Agencies and Boards, as amended, attached as Appendix A.

### **Background and Discussion**

In the evolving field of municipal service delivery, it is critically important to be informed of the latest developments, opportunities and techniques and it is essential that Town employees and elected officials have access to information and training required to effectively carry out their duties. To this end, the Town of Essex is committed to providing individuals with training, learning and networking opportunities within the field of municipal government.

The Town of Essex Travel and Business Expense Policy has established procedures for elected officials to attend conferences, conventions, training, workshops and similar training opportunities in their capacity as an elected official. The policy states that each elected official will be subject to an annual limit, and a maximum amount per event as set out in Schedule A of the policy. Both limits include any registration fees applicable to the event and these limits are updated annually. Attendance at any event that will exceed the maximum amount per event as set out in Schedule A will require pre-approval by Council of the Town of Essex. In addition, unless otherwise approved by Council for the Town of Essex, no more than two elected officials shall attend the same event. This restriction does not apply to the Annual General Meeting and Conference hosted by the Association of Municipalities of Ontario (AMO).

All travel for elected officials is arranged through the designated Town Travel Coordinator to ensure all components of the policy are adhered to.

### **Financial Impact**

Conference expenses for Council will be approved as part of the 2024 budget process

### **Consultations**

There were no consultations required during the drafting of this report.

## **Appendix A – Proposed List of Conferences for 2025**

The following Conferences scheduled for 2025 are proposed for approval:

### **ROMA**

Rural Ontario Municipal Association  
January 19-21, 2025  
Toronto, ON

### **EDCO**

Economic Development Council of Ontario  
February 4-6, 2025  
Toronto, ON

### **FEO**

Festival and Events Ontario  
February 24-26, 2025  
Kitchener, ON

### **OGRA**

Ontario Good Roads Association  
March 30-April 2, 2025  
Toronto, ON

### **PRO**

Parks and Recreation Ontario  
Usually mid-April  
TBD

### **AMO – OSUM**

Ontario Small Urban Municipalities  
April 30-May 2, 2025  
Collingwood, ON

### **GLSLCI**

Great Lakes and St. Lawrence Cities Initiative  
May 14-16, 2025  
Milwaukee, WI

### **FCM**

Federation of Canadian Municipalities  
May 29-June 1, 2025  
Ottawa, ON

**AMO**

Association of Municipalities of Ontario  
August 17-20, 2025  
Ottawa, ON

**EDAC**

Economic Developers Association of Canada  
Usually late September, early October  
TBD

**TAC**

Transportation Association of Canada  
October 5-8, 2025  
Quebec City, QC

## **Link to Strategic Priorities**

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.