

### REPORT FROM THE ADMINISTRATIVE ASSISTANT TO THE CAO

#### DESCRIPTION

Re: City of Elliot Lake Representation at the 2023 AMO Conference

#### RECOMMENDATION

That the report from the administrative assistant to the CAO be received;

And that council approve the mayor, two members of council and the CAO or a member of senior staff to attend the 2023 AMO Conference held in London, Ontario from August 20<sup>th</sup> to August 23<sup>rd</sup>, 2023.

#### BACKGROUND

The annual 2023 AMO conference will be held in London from Sunday August 20<sup>th</sup>, 2023 to Wednesday August 23<sup>rd</sup>, 2023.

#### ANALYSIS

In order to proceed with room reservations, a resolution should be passed to address the number of Councillors and staff attending; as well as authorize expenses to be paid by the Municipality. Typically, the Mayor, two Councillors and a member of senior staff are authorized to attend this conference.

Housing opens Tuesday, January 10<sup>th</sup>, 2023. The blocks of rooms put aside for the conference are usually booked rather quickly, particularly for the host hotel – DoubleTree by Hilton – London. Should a reservation be cancelled more than 44 days prior to arrival, a one-night non-refundable cancellation fee will be applied. Deposits for reservations cancelled or shortened within 44 days of arrival are non-refundable, this includes any early departures while at the hotel.

If council is in favour of sending members of council to the conference, a resolution is required in order to ensure rooms are reserved in the vicinity of the conference centre.

## FINANCIAL IMPACT

The cost associated with attending the conference is as follows:

AMO Registration	\$820.00
Accommodations (4 nights @\$185/night min.)	\$740.00
Per Diem (5 days @ \$95.95/day)	\$479.75
<b>Total per Person if using a city vehicle</b>	<b>\$2,039.75</b>
Travel (1392 km travel Elliot Lake to London return @ \$.61/km)	849.12*
<b>Total per Person if using a personal vehicle</b>	<b>\$2,888.87</b>

\* As per the City of Elliot Lake Expense Policy, Council should use the most economical and practical method of transportation and shared transportation is encouraged where appropriate.

Authorization for the use of personal vehicles will be granted where a city vehicle is not available, there is an accessibility requirement or there are extenuating circumstances.

## LINKS TO STRATEGIC PLAN

Attendance at municipal conferences provides an opportunity for Council to obtain support from other levels of government to further the City's objectives and network with other municipalities and suppliers.

## SUMMARY

It is recommended that Council pass a resolution to authorize the mayor, two members of council and the CAO to attend the 2023 AMO Conference in order to obtain room bookings at the conference rates at the nearest hotels and to take advantage of the early bird registration rates.