

REPORT FROM THE ADMINISTRATIVE ASSISTANT TO THE CAO

DESCRIPTION

Re: City of Elliot Lake Representation at the 2024 OGRA 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 a member of senior staff

to attend the 2024 OGRA Conference held in Toronto, Ontario from April 21-24, 2024.

BACKGROUND

The annual 2024 OGRA conference will be held in Toronto from Sunday April 21st, 2024 to Wednesday April 24th, 2024.

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, the Director of Public Works and a member of senior staff are authorized to attend this conference.

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 approximate cost associated with attending the conference is as follows:

OGRA Registration	\$865.00
Accommodations (3 nights @\$319/night min.)	\$957.00
Per Diem (4 days @ \$109.45/day)	\$437.80
Total per Person if using a city vehicle	\$2,259.80

1104 km travel Elliot Lake to Toronto return @ \$.61/km) \$673.44*

Total per Person if using a personal vehicle \$2,933.24

* 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, the Director of Public Works, two members of council and a member of senior staff to attend the 2024 OGRA 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.