
MEETING TYPE: Special Council Meeting
MEETING DATE: January 26, 2023
AUTHOR: Reyna Seabrook, Director of Corporate Services
DEPARTMENT: Corporate Services
ITEM TITLE: Council Authority to Approve Travel
DESCRIPTION: Council authorization for members to attend various conferences and training in 2023

QUESTION

Does Council support attendance of Mayor and Council at various conferences and training opportunities in 2023?

OPTIONS

- A. THAT the following members of Council be authorized to attend the 2023 Southern Interior Local Government Association (SILGA) conference:
THAT the following members of Council be authorized to attend the 2023 Union of British Columbia Municipalities (UBCM) conference:
THAT the following members of Council be authorized to attend the 2023 Federation of Canadian Municipalities (FCM) Conference:
AND THAT costs incurred for the attendance of members at the 2023 FCM Conference be allocated from Council Contingency.
- B. THAT [identify elected members to attend particular conference or training opportunities which may include conferences or training not contemplated in this report].
- C. THAT no conferences or training be approved for Mayor and Council in 2023.

EXECUTIVE SUMMARY

In October 2021, Council Remuneration and Expenses Policy 164, 2018 was amended to include the requirement for Council to approve attendance of any Council member at a function where there will be a cost incurred by the municipality.

Council has an annual conference and training budget of \$25,000. There has been no increase in Council's conference and training budget since 2014. Significant inflationary increases have impacted registration, travel and meal costs since that time.

There are two main conferences within the budget each year, the Southern Interior Local Government Association (SILGA) and Union of BC Municipalities (UBCM). The costs for these events depend on the location where the conference is held which is different each year. In the year after the election, there is also a training conference included for newly elected officials held by the Local Government Leadership Academy (LGLA).

Due to the pandemic restrictions and cancellation of many events, in 2020 only \$1,620 of the \$25,000 budget was expended for some attendance at virtual conferences and in 2021 only \$126 was expended. In 2022, \$10,409 was expended for attendance at UBCM and SILGA in accordance with resolution number 2022-04-063, authorizing the Mayor plus 4 Councillors to attend SILGA and for the Mayor and all Council members to attend UBCM.

With pandemic restrictions lifting, conferences and training are returning to in-person formats. The 2023 SILGA Conference will be held in Vernon which provides some cost savings for hotel and travel. Registration is \$500 per

person. The 2023 UBCM conference will be held in Vancouver with an estimated cost of \$3000 per person (registration and travel). Other conferences including the 2023 Federation of Canadian Municipalities (FCM) will be held in Toronto and the FCM Sustainable Communities Conference will be held in Ottawa, both offer an online (*) option. Please note

Conference	Registration	Hotel + Travel	Total Per Member	X 7 members
SILGA	\$500		\$500	\$3,500
UBCM	\$1,000	\$2,000	\$3,000	\$21,000
FCM	\$1,200/\$600*	\$2,300	\$3,500/\$600*	\$24,500/\$4,200*
Sustainable Communities	\$1,200/\$850*	\$2,300	\$3,500/\$850*	\$24,500/\$5,950*

Should Council wish to incur expenses outside of the existing conference budget to attend other events such as FCM and Sustainable Communities, additional funds would be required to be allocated through Council resolution.

Council Contingency is \$30,000 and historically has all or most funds remaining at year end. Council may reallocate funds from Council Contingency to Council Conferences as a standing item (for example, increase the existing conference budget by \$10,000 and reduce Council Contingency) or may allocate funds from Contingency for attendance at conferences by resolution of Council for individual events.

Respectfully Submitted,
Reyna Seabrook, Director of Corporate Services

Report Approval Details

Document Title:	Council Authority to Approve Travel.docx
Attachments:	- Council Remuneration and Expenses Policy 164, 2018.pdf
Final Approval Date:	Jan 10, 2023

This report and all of its attachments were approved and signed as outlined below:

No Signature found

Trevor James, CFO, Director of Finance & Administration - Jan 10, 2023 - 11:58 AM

Tanya Garost, Chief Administrative Officer - Jan 10, 2023 - 12:50 PM