

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: January 21, 2025
Meeting Type: Regular Council Meeting

Prepared by: Reyna Seabrook, Director of Corporate Services
Department: Corporate Services

Title: Council Authority to Approve Travel | 2025 Local Government Leadership Academy (LGLA) Forum
Description: Council authorization for attendance at 2025 Conferences.

RECOMMENDATION

THAT the Mayor and Council (7 members) be authorized to attend the 2025 UBCM and SILGA Conferences;
AND THAT the Mayor and one member of Council be authorized to attend the 2025 FCM Conference;
AND THAT Councillor Patel be authorized to attend the 2025 Local Government Leadership Academy (LGLA) Forum with expenditures not to exceed \$2,000.

EXECUTIVE SUMMARY

Council Remuneration and Expenses Policy 164, 2018, (Attachment A) requires a resolution of Council to approve attendance at a function where there will be a cost incurred by the municipality. Typically, all of Council attends UBCM and SILGA and one member of Council joins the Mayor to attend FCM. The recommendation approves Council attendance at the 2025 UBCM, SILGA and FCM Conferences and Councillor Patel’s attendance at the 2025 Local Government Leadership Academy (LGLA).

Council has an annual conference and training budget of \$25,000 which has not been reviewed or increased since 2015. Costs for training and attendance at conferences have increased significantly and additional costs throughout the year are funded from Contingency. Staff are recommending \$10,000 be reallocated from Contingency to Conferences for 2025 and future years to reflect increased costs and actual funding. Contingency is generally only used to supplement Community Hall or Council Conference funding. Reallocating funds from Contingency does not impact any other projects.

In a separate report to Council of the same date (Community Hall Capital Grant Funding) staff also recommend reallocating \$9,000 from Contingency to the Community Hall Capital Grant. These reallocations would leave \$11,000 in Contingency for 2025 and future years, would increase the Community Hall Grant to \$24,000 and would increase the Council Conference budget to \$35,000.

	2025 (Current)	Proposed Change	2025 (Proposed)	2026
Council Contingency	\$30,000	(\$19,000)	\$11,000	\$11,000
Community Hall Grant	\$15,000	\$9,000	\$24,000	\$24,000
Council Conferences	\$25,000	\$10,000	\$35,000	\$35,000
TOTAL	\$70,000	-	\$70,000	\$70,000

Respectfully Submitted.
Reyna Seabrook, Director of Corporate Services

Report Approval Details

Document Title:	Council Authority to Approve Travel 2025.docx
Attachments:	- Attachment A-Council Authority to Approve Travel 2025-Policy 164, 2018.pdf
Final Approval Date:	Jan 16, 2025

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

No Signature - Task assigned to Trevor James, CFO, Director of Finance & Administration was completed by workflow administrator Reyna Seabrook, Director of Corporate Services

Trevor James, CFO, Director of Finance & Administration - Jan 16, 2025 - 4:47 PM

No Signature - Task assigned to Paul Gipps, Chief Administrative Officer was completed by workflow administrator Reyna Seabrook, Director of Corporate Services

Paul Gipps, Chief Administrative Officer - Jan 16, 2025 - 4:47 PM