

**COUNCIL MEETING
ADDENDUM AGENDA**

Date: Monday, January 8, 2024, 7:15 p.m.
Location: Council Chambers of the Municipal Office
1 Mackenzie Boulevard, Mackenzie, BC

Pages

8. ADMINISTRATIVE REPORTS

- | | | |
|-------|--|----|
| *8.11 | <u>DOM 23-10B Garbage Truck Replacement</u> | 2 |
| | THAT Council awards the DOM 23-10B Garbage Truck Replacement to Rollins Machinery in the amount of \$499,077 plus GST; | |
| | AND THAT the Chief Administrative Officer be authorized to execute the contract and any related documentation. | |
| *8.12 | <u>2024 Water, Sewer and Garbage Proposed Rates</u> | 7 |
| | THAT Council directs staff on the proposed 2024 bylaw rate increases for water, sewer and garbage services. | |
| *8.13 | <u>Council Travel – NCLGA, UBCM, LGLA Costs and Policy</u> | 15 |
| | THAT Council receives this report for information. | |

COUNCIL REPORT

To: Mayor and Council

From: Operations

Date: January 5, 2024

Subject: DOM 23-10B Garbage Truck Replacement

RECOMMENDATION:

THAT Council awards the DOM 23-10B Garbage Truck Replacement to Rollins Machinery in the amount of \$499,077 plus GST;

AND THAT the Chief Administrative Officer be authorized to execute the contract and any related documentation.

BACKGROUND:

The District's 2007 International Garbage Truck with a Heil compactor set up to collect commercial garbage is at the end of its life cycle. The body of the truck is rusted, the compactor box is rusted out and there are holes in the floor of the compactor. Following an inspection, the vehicle has not been used since August 31, 2023. Since that time, the District entered into a lease agreement from Big Truck Rentals for use of a commercial garbage truck for \$11,235/month. The report from December 2022 authorizing this lease agreement has been attached for Council's information.

PROCUREMENT:

In alignment with Policy 3.1 – Purchasing Procurement Procedures & Guidelines, the District of Mackenzie posted a Request for Proposal (RFP) for the purchase of Commercial Garbage Truck. The RFP was posted on BC Bid and the District of Mackenzie website from November 24, 2023 through December 21, 2023. There were 3 proposals received from Rollins Machinery, Vimar Equipment, and Commercial Truck Equipment Co.

All proposals are in the centre table file for further information.

Staff are recommending moving forward with purchasing the 2024 Labrie Wittke Starlight frontload body, mounted onto a 2024 Peterbilt 520 cabover chassis Commercial Garbage Truck from Rollins Machinery as it met all the specifications, had a timely delivery, and was the lowest bid price.

The new unit will be a front load style garbage truck that would be capable of dumping various sizes of bear resistant commercial bins. This new truck and bins would be exactly what most communities are going to in order to prevent bear encounters around garbage bins.

Additionally, the new unit requires only one operator instead of the current two operators needed to run the current garbage truck. This would allow the additional operator's time to be allocated to other work areas, and the cost savings in wages/benefits would be reallocated to reserves to fund future vehicle and bin replacement.

NEW BEAR RESISTANT BINS

The bear resistant bins that will also need to be purchased are \$2,290 each per 3-yard bin. The District would need to purchase approximately 80 for use throughout the community. This would cost approximately \$183,200. There is a minimum 4-week build time from date of order.



BUDGETARY IMPACT:

\$499,076.89 would be allocated from the Vehicle and Equipment Replacement Reserve to support the recommendation.

\$183,200 would be allocated from the Vehicle and Equipment Replacement Reserve towards the bear resistant bins.

COUNCIL PRIORITIES:

Community and Social Development

- Our investment in the municipality's services and infrastructure, our commitment to principles of social equity and well-being, and our belief in the value of resident engagement, creates a healthy community in which everyone feels valued and enjoys a high quality of life.

Strong Governance and Finances

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

RESPECTFULLY SUBMITTED:

Jody Murray, Director of Operations

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: December 7, 2022

Subject: Commercial Garbage Truck

RECOMMENDATION:

THAT Council authorizes Administration to rent a Commercial Garbage Truck from Big Truck Rentals at a monthly cost of \$11,235 plus GST;

AND THAT Council authorizes the Chief Administrative Office to execute the Rental agreement and any other related documentation.

BACKGROUND:

We are currently using a 2007 International Garbage Truck with a Heil compactor set up to collect commercial garbage. This unit is now at the end of its life cycle. The body of the truck is rusted, the compactor box is rusted out and there are holes in the floor of the compactor. If this vehicle was to remain in our fleet, it is estimated that between \$30,000 to \$50,000 in engine and fabrication repairs are eminent. There is also a likelihood that this vehicle will not pass inspection without significant work being performed on it which could cause a lengthy interruption in our service delivery.

Staff researched options to rent a commercial garbage truck and found two possible leads. One being Big Truck Rentals out of Ontario that has a vehicle available in BC and another company out of the States that was not able to find a solution for us. Administration is recommending that we rent a 2023 Freightliner rear loader garbage truck from Big Truck Rental. The cost to modify this truck for our use is included in the rental rate and it will take up to 60 days to install this equipment. This vehicle is fully warrantied and the District would be responsible for preventative maintenance, wearable items that need to be replaced such as tires, hoses etc. and consumables such as oil and filters, etc.

The rental of this vehicle will afford staff the time to fully understand all possible options available to provide commercial garbage collection service in Mackenzie. Staff will be bringing forward a permanent solution as soon as possible in the new year. During this review staff will ensure that bear resistant bins are an option to consider.

The monthly rental cost for the commercial garbage truck is \$11,235 or \$134,820 annually. Garbage service is funded through user fees and those rates are set to fully recover the costs of operations and replacement of capital assets. Commercial garbage user fees would have to increase by 80% to cover the additional costs of the garbage truck rental. For the average user (one 3-yard bin with 1 pick-up a week) their rate would have to change from \$214.92 to \$386.86 bi-monthly, or approximately \$24,500 to \$44,100 per year.

Since that increase would be an unexpected burden, staff are proposing a small rate increase, similar to prior years, to be discussed during budget discussions with the remaining funds being covered through accumulated surplus that is allowed to be used for operating expenses. The garbage service budget is included under the general operating fund, so general operating surplus funds can be used for this operational expense.

At the November 28, 2022 Council meeting, staff brought forward a 2022-2026 Financial Plan Amendment report that included \$489,000 of additional revenue received be transferred to surplus for future operational and capital needs.

BUDGETARY IMPACT:

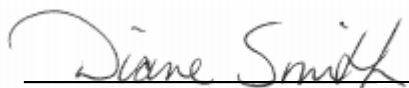
Funding for the commercial garbage truck rental will be allocated from accumulated surplus up to a maximum amount of \$134,820 for the 2023 fiscal year.

COUNCIL PRIORITIES:

Community and Social Development

- Our investment in the municipality's services and infrastructure, our commitment to principles of social equity and well-being, and our belief in the value of resident engagement, creates a healthy community in which everyone feels valued and enjoys a high quality of life.

Respectfully Submitted,



Diane Smith,
Chief Administrative Officer



Kerri Borne
Chief Financial Officer

COUNCIL REPORT

To: Mayor and Council

From: Finance

Date: January 5, 2024

Subject: 2024 Water, Sewer and Garbage Proposed Rates

RECOMMENDATION:

THAT Council directs staff on the proposed 2024 bylaw rate increases for water, sewer and garbage services.

BACKGROUND:

Utility services provided by the District of Mackenzie include water, sewer and garbage. These services are intended to be self-funded, meaning the full cost of the programs is funded by user fees, including the costs related to managing the life cycle of capital assets. User fees are adjusted annually to offset any changes in the cost to deliver the service.

As the community ages, operations are seeing more deficiencies in infrastructure and the need for replacement. It is important that funds are set aside to ensure they are available when it is time to replace aging infrastructure. Due to staff capacity and turnover, staff have been working with consultants to assess our current water and sewer systems and create an operational and capital workplan to ensure that our critical infrastructure is operating at optimal capacity and proper maintenance is being performed to ensure the assets are reaching their life expectancy.

Staff have reviewed the water, sewer and garbage program costs and are providing the following rate increase scenarios:

WATER

RESIDENTIAL CUSTOMERS

Rate Increase	2023 Bylaw Rate	2024 Proposed Bylaw Rate	Change
7%	\$408.13	\$436.70	\$28.57/yr or \$2.38/mth
8%	\$408.13	\$440.78	\$32.65/yr or \$2.72/mth
9%	\$408.13	\$444.86	\$36.73/yr or \$3.06/mth

COMMERCIAL CUSTOMERS

Rate Increase	2023 Bylaw Rate (minimum charge bi-monthly)	2024 Proposed Bylaw Rate (minimum charge bi-monthly)	Change
7%	\$60.93	\$65.20	\$25.62/yr or \$4.27/bi-mthly
8%	\$60.93	\$65.80	\$29.22/yr or \$4.87/bi-mthly
9%	\$60.93	\$66.41	\$32.88/yr or \$5.48/bi-mthly

The increase to water rates covers all necessary operational costs and an annual transfer to water reserve for current and future capital projects. Interest earned through investments are included in the below values.

Rate Increase	2023 Annual Transfer to Reserves	2024 Proposed Annual Transfer to Reserves	Change
7%	\$252,371	\$252,371	\$0
8%	\$252,371	\$259,375	\$7,004
9%	\$252,371	\$266,379	\$14,008

The 7% rate increase does not allow for any additional funds to be allocated to reserves. The additional revenue will cover the increase in operational costs.

SEWER

RESIDENTIAL CUSTOMERS

Rate Increase	2023 Bylaw Rate	2024 Proposed Bylaw Rate	Change
7%	\$266.55	\$285.21	\$18.66/yr or \$1.55/mth
8%	\$266.55	\$287.87	\$21.32/yr or \$1.78/mth
9%	\$266.55	\$290.54	\$23.99/yr or \$2.00/mth

COMMERCIAL CUSTOMERS

Rate Increase	2023 Bylaw Rate (minimum charge bi-monthly)	2024 Proposed Bylaw Rate (minimum charge bi-monthly)	Change
7%	\$52.79	\$56.49	\$22.20/yr or \$3.70/bi-mthly
8%	\$52.79	\$57.01	\$25.32/yr or \$4.22/bi-mthly
9%	\$52.79	\$57.54	\$28.50/yr or \$4.75/bi-mthly

The increase to sewer rates covers all necessary operational costs and an annual transfer to sewer reserve for current and future capital projects. Interest earned through investments are included in the below values.

Rate Increase	2023 Annual Transfer to Reserves	2024 Proposed Annual Transfer to Reserves	Change
7%	\$218,416	\$240,000	\$21,584
8%	\$218,416	\$244,736	\$26,320
9%	\$218,416	\$249,472	\$31,056

GARBAGE

RESIDENTIAL CUSTOMERS – WEEKLY SERVICE

Rate Increase	2023 Bylaw Rate (per month)	2024 Proposed Bylaw Rate (per month)	Change
6.5%	\$15.63	\$16.65	\$12.24/yr or \$1.02/mth
7%	\$15.63	\$16.72	\$13.08/yr or \$1.09/mth
8%	\$15.63	\$16.88	\$15.00/yr or \$1.25/mth

RESIDENTIAL CUSTOMERS – BI-WEEKLY SERVICE

Rate Increase	2023 Bylaw Rate (per month)	2024 Proposed Bylaw Rate (per month)	Change
6.5%	\$13.24	\$14.10	\$10.32/yr or \$0.86/mth
7%	\$13.24	\$14.17	\$11.16/yr or \$0.93/mth
8%	\$13.24	\$14.30	\$12.72/yr or \$1.06/mth

The increase to residential garbage rates covers all necessary operational costs and an annual transfer to the vehicle and equipment replacement reserve for the residential garbage truck and garbage bin replacements.

Rate Increase	2023 Annual Transfer to Reserves	2024 Proposed Annual Transfer to Reserves	Change
6.5%	\$86,281	\$100,536	\$14,255
7%	\$86,281	\$101,672	\$15,391
8%	\$86,281	\$103,944	\$17,663

COMMERCIAL CUSTOMERS

2-yard bin 1 pickup/week

Rate Increase	2023 Bylaw Rate (bi-monthly)	2024 Proposed	
		Bylaw Rate (bi-monthly)	Change
7%	\$181.90	\$194.63	\$76.38/yr or \$12.73/bi-mthly
8%	\$181.90	\$196.45	\$87.30/yr or \$14.55/bi-mthly
9%	\$181.90	\$198.27	\$98.22/yr or \$16.37/bi-mthly

3-yard bin 1 pickup/week

Rate Increase	2023 Bylaw Rate (bi-monthly)	2024 Proposed	
		Bylaw Rate (bi-monthly)	Change
7%	\$229.96	\$246.06	\$96.60/yr or \$16.10/bi-mthly
8%	\$229.96	\$248.36	\$110.40/yr or \$18.40/bi-mthly
9%	\$229.96	\$250.66	\$124.20/yr or \$20.70/bi-mthly

4-yard bin 1 pickup/week

Rate Increase	2023 Bylaw Rate (bi-monthly)	2024 Proposed	
		Bylaw Rate (bi-monthly)	Change
7%	\$278.04	\$297.50	\$116.76/yr or \$19.46/bi-mthly
8%	\$278.04	\$300.28	\$133.44/yr or \$22.24/bi-mthly
9%	\$278.04	\$303.06	\$150.12/yr or \$25.02/bi-mthly

The increase to commercial garbage rates covers all necessary operational costs and an annual transfer to the vehicle and equipment replacement reserve for the commercial garbage truck replacement.

Rate Increase	2023 Annual Transfer to Reserves	2024 Proposed	
		Annual Transfer to Reserves	Change
7%	\$25,218	\$25,715	\$497
8%	\$25,218	\$27,964	\$2,746
9%	\$25,218	\$30,212	\$4,994

Below is the overall increase scenarios and impact on residents and commercial customers for water, sewer and garbage:

Residential Customers

7% Annual Increase (6.5% increase for garbage)

Water billing increase	\$28.57
Sewer billing increase	\$18.66
Garbage billing increase (weekly service)	\$12.24
Overall annual increase of \$59.47 or \$4.95/month	

*bi-weekly garbage service would see an increase of \$57.55 or \$4.79/month

8% Annual Increase (7% increase for garbage)

Water billing increase	\$32.65
Sewer billing increase	\$21.32
Garbage billing increase (weekly service)	\$13.08
Overall annual increase of \$67.05 or \$5.58/month	

*bi-weekly garbage service would see an increase of \$65.13 or \$5.42/month

9% Annual Increase (8% increase for garbage)

Water billing increase	\$36.73
Sewer billing increase	\$23.99
Garbage billing increase (weekly service)	\$15.00
Overall annual increase of \$75.72 or \$6.31/month	

*bi-weekly garbage service would see an increase of \$73.44 or \$6.12/month

Commercial Customers

7% Annual Increase

Water billing increase (minimum charges)	\$25.62
Sewer billing increase (minimum charges)	\$22.20
Garbage billing increase (2yrd bin 1 pickup per week)	\$76.38

Overall annual increase of \$124.20 or \$20.70/bi-monthly

*3yrd bin, 1 pickup/week customers would see an increase of \$144.42 or \$24.07 bi-monthly

*4yrd bin, 1 pickup/week customers would see an increase of \$164.58 or \$27.43 bi-monthly

8% Annual Increase

Water billing increase (minimum charges)	\$29.22
Sewer billing increase (minimum charges)	\$25.32
Garbage billing increase (2yrd bin 1 pickup per week)	\$87.30

Overall annual increase of \$141.84 or \$23.64/bi-monthly

*3yrd bin, 1 pickup/week customers would see an increase of \$164.94 or \$27.49 bi-monthly

*4yrd bin, 1 pickup/week customers would see an increase of \$187.98 or \$31.33 bi-monthly

9% Annual Increase

Water billing increase (minimum charges)	\$32.88
Sewer billing increase (minimum charges)	\$28.50
Garbage billing increase (2yrd bin 1 pickup per week)	\$98.22

Overall annual increase of \$159.60 or \$26.60/bi-monthly

*3yrd bin, 1 pickup/week customers would see an increase of \$185.58 or \$30.93 bi-monthly

*4yrd bin, 1 pickup/week customers would see an increase of \$211.50 or \$35.25 bi-monthly

NEXT STEPS:

A report, along with the corresponding bylaws, will be brought to a future council meeting for the first three reading, and subsequent adoption, based on Council's decision.

BUDGETARY IMPACT:

Proposed budgetary considerations and revenue increases are noted in the report above.

COUNCIL PRIORITIES:

Strong Governance and Finances

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.



RESPECTFULLY SUBMITTED:

Kerri Borne, Chief Financial Officer

Reviewed By: Corporate Services

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council

From: Corporate Services

Date: January 2, 2024

Subject: Council Travel – NCLGA, UBCM, LGLA Costs and Policy

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

During the December 11, 2023 Regular Council Meeting, Council requested that Staff bring forward a report that calculated the cost for all council members to attend the yearly NCLGA, UBCM, and LGLA conventions. Currently, each Councillor has a budget of \$5,000 (\$10,000 for the Mayor), to spend at their discretion to attend conventions and webinars throughout the year. Council has identified three conventions which they are considering allocating a budget for all council members to attend annually and not affect their individual budgets.

ESTIMATION:

Staff have reviewed attendance fees and hotel room prices to estimate what costs would be for all Council Members to attend these three conventions. Table 1 presents 2023 costs for hotel, convention attendance, and expense reports as a sum total, then estimates what the cost would have been if all of Council had attended that convention.

Table 1: 2023 Costs

Convention	# of Council Members (2023)	Hotel Booking cost total (2023)	Convention Costs Total (2023)	Claimed Expenses (2023)	Total 2023 Cost	Estimated Cost for 7 Council Members
NCLGA	3	\$2,496.65	\$2,362.50	\$457.94	\$5,137.09	\$11,986.54
UBCM	3	\$6,751.85	\$3,045.00	\$1,807.46	\$11,604.34	\$27,076.79
LGLA	4	\$1,112.50*	\$1,890.00	\$585.70	\$3,588.20	\$6,557.36**

* One Councillor stayed for only one night, so the total price for 4 hotel rooms for the entire duration of the convention would be \$1,271.36

** This value is calculated assuming that all attendants would have required hotel bookings for the entire duration of the convention

Table 2: Estimated 2024 Costs

This table provides an estimated calculation of convention costs. Absent hotel and expense data has been replaced with the 2023 amount, adjusted by the 2023 CPI (3.1%), then adjusted to account for a difference in the number of attendants, and written in red.

Convention	# of Attendants	Hotel Booking cost total	Estimated Convention Costs Total (2024)*	Estimated Expenses (2024)**	Estimated total 2024 Cost	Estimated Cost for 7 Council Members
NCLGA	4 Council Members	\$2,919.12	\$3,464.16	\$629.52	\$6,796.29	\$13,809.09
UBCM	5 Council Members	\$9,632.00	\$5,182.35	\$3,105.85	\$17,920.20	\$25,088.28
LGLA	1 Council Members	\$727.32	\$495.00	\$603.25	\$1,825.57	\$12,778.99

* Calculated from the convention fee, not the Convention Costs Total (2023) from Table 1

**The Estimated Expenses (2024) Column in Table 2 is outsized. Expenses are not usually uniform between Council Members, and the estimated values are likely to be lower than represented in Table 2.

Analysis

The sum of total 2023 costs for the three conventions was \$20,329.63. The estimated cost for 7 members attending the three conventions is \$45,620.69. The sum of estimated total 2024 costs for the three conventions is \$26,542.06. The estimated cost for 7 members attending the three conventions is \$51,676.36. As estimated claim expenses are not representatives of future estimated expenses, these totals can be reduced by cost-saving measures such as using District vehicles, flying when airfare is cheaper than gasoline costs, and travelling in groups.

Policy Creation

In addition to determining whether a separate budget for these conventions is established for Council, it is staff's recommendation that Council proceed with developing a policy and procedure that outlines the expectations and approval process for attendance at conferences. This will not only provide transparency for the public on travel expenditures and activities of Council, but also aid in future budget creation and administration.

For example, the City of Fort St. John Policy No. 20/20 addresses council memberships, conference attendance, and travel policy. This policy determines nine associations with conferences that Mayor and council are authorized to attend, as well as deciding who is authorized to attend a given conference. This policy also allows miscellaneous conferences to be attended by Council members provided the conference topic is one of their portfolio responsibilities and a resolution is passed to authorize attendance.

Decision Options

Council may wish to consider one or a combination of the following options for next steps:

- Increase the budget to accommodate for more Councillor Travel
- Create a Policy that determines a list of conferences that Councillors will have access to a bespoke budget to attend at their discretion.
- Create a Policy that establishes a list of annually attended conventions and a procedure to authorize Council Members to attend conventions not on this list as Miscellaneous Conventions.
- Create a Policy that identifies cost-saving measures that minimize travel expenses incurred.
- Leave the budget, individual allocations, and approval process as is.

BUDGETARY IMPACT:

The current conference and travel budget for Mayor and Councillors is \$40,000. The Mayor is allocated \$10,000 and each Councillor is allocated \$5,000. Table 2 of this report estimates a total cost of \$51,676.36 for the three conferences in 2024.

If Council wished to maintain the current individual budget allocations for discretionary travel as well as set aside funding for all of Council to attend LGLA, NCLGA, and UBCM, the 2024 budget would need to be increased.

Staff have identified a funding source for a portion of this increase – the \$34,870 previously allocated for the Northeast Resource Municipalities Coalition. The remaining shortfall of \$16,806.36 could be made up several ways – either through property tax collection (0.32%

increase) or reducing individual budget allocations (\$5000/\$10,000) now that the major conference expenses would be covered.

COUNCIL PRIORITIES:

Community and Social Development

- Our investment in the municipality's services and infrastructure, our commitment to principles of social equity and well-being, and our belief in the value of resident engagement, creates a healthy community in which everyone feels valued and enjoys a high quality of life.

Strong Governance and Finances

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

RESPECTFULLY SUBMITTED:

Rowan Paulsen, Local Government Intern

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

COUNCIL MEMBERSHIPS, CONFERENCES AND TRAVEL POLICY
Council Policy No. 20/20

Council has deemed it financially prudent to undertake an annual review of the memberships identified within this policy as well as any association(s) in which Council contributes membership funding towards.

Renewal membership will be placed on Council's agenda each fall for Council to undertake the analysis of value received versus cost incurred.

Council will attend conferences and fully participate in forums, workshops, business meetings and functions of those associations that have been approved for membership renewal.

POLICY:

1. Union of British Columbia Municipalities

This organization is the Provincial Association representing and enjoying 100% membership of all BC's 160 municipalities and its 29 regional districts and Islands Trust.

Policy:

Upon membership renewal in the UBCM, all members of City Council and the Chief Administrative Officer are authorized to attend the annual UBCM conference provided funds are available in the approved budget.

2. North Central Local Government Association

This organization is a regional chapter of the parent UBCM referred to as the NCLGA which covers the geographic area from 100 Mile House to the Northern border. Municipalities and regional districts within this area are members. The organization schedules an Annual Conference in April/May of each year in a member municipality.

Policy:

Upon membership renewal in the NCLGA, all members of City Council and the Chief Administrative Officer are authorized to attend the annual NCLGA Conference provided funds are available in the approved budget.

COUNCIL MEMBERSHIPS, CONFERENCES AND TRAVEL POLICY

Council Policy No. 20/20

POLICY:

3. Peace River Local Government Association

This organization is a Regional Municipalities Association comprised of municipal and regional district elected officials in the Peace River Regional District. The organization holds annual dinner meetings in the seven-member communities on a rotational basis.

Policy:

All members of City Council and the Chief Administrative Officer are authorized to attend and City Council will endeavour to have at least two representatives available at each PRLGA meeting provided funds are available in the approved budget.

4. Meetings with Provincial or Federal Ministers or Ministries Workshops/Economic Development Meetings/Miscellaneous Conferences

Policy:

The City shall, subject to the budget, provide for the City to be represented at and participate in meetings, workshops or conferences that are beneficial to the City's financial or economic interests. Approval to attend must be by specific resolution to authorize Council Members, Employees or Officers or other persons to represent the City outside of municipal boundaries.

5. Federation of Canadian Municipalities

Policy:

Upon membership renewal in the FCM, all members of City Council and the Chief Administrative Officer are authorized to attend the annual FCM conference provided funds are available in the approved budget.

COUNCIL MEMBERSHIPS, CONFERENCES AND TRAVEL POLICY

Council Policy No. 20/20

POLICY:

6. Pacific North West Economic Region

This organization's mission is to foster sustainable economic development throughout the entire region.

Policy:

Upon membership renewal in the Pacific North West Economic Region, one member of City Council and the Chief Administrative Officer are authorized to attend the annual PNWER conference provided funds are available in the approved budget.

7. BC Natural Resources Forum

This Forum offers a positive, non-partisan arena to discuss and learn first-hand the latest news, trends and opportunities linked to the resource sector in BC.

Policy:

All members of City Council are authorized to attend the annual BC Natural Resources Forum provided funds are available in the approved budget.

8. BC Mayor's Caucus

UBCM hosts an annual spring and fall BC Mayor's Caucus that provides the opportunity for Mayors around the Province to discuss local government topics. The spring meeting is traditionally held in May and the fall meeting coincides with the UBCM Conference.

Policy:

The Mayor is authorized to attend BC Mayor's Caucus meetings provided funds are available in the approved budget.

9. Miscellaneous Conferences

Conferences that are not listed within this policy must have Council's approval by resolution for a Council member to attend. The Council member wishing to attend must have the conference topic as their portfolio responsibility. Miscellaneous conferences are subject to funds being available in the approved budget.

COUNCIL MEMBERSHIPS, CONFERENCES AND TRAVEL POLICY

Council Policy No. 20/20

POLICY:

9. Miscellaneous Conferences (continued)

Attending a conference is beneficial although absences can have operational impacts since Council's calendar is very full with many local meetings, events and workshops.

To assist in Council's decision-making process to approve a request to attend a conference that isn't specifically identified in this policy, the answers to the following questions will be provided as part of the Administration Report:

1. If the conference takes place on a Council meeting day, will there be quorum for the meeting if the Council member(s) is absent?
2. Are there financial implications if a meeting or presentation has to be canceled due to a lack of quorum because the Council member(s) is attending the conference?
3. Is the request to attend a conference or to speak at a conference?
4. If this is a speaking engagement requested by a conference committee, are the expenses being paid for by the conference committee in whole or in part or does the City have to pay the expenses to attend?
5. What are the total expenses incurred by the City?
6. Are there sufficient funds available in the Council Travel account for this conference and what is the balance in the account if approved?
7. What local meetings/events will the Council member(s) be absent for if approval is given to attend the conference?
8. Is the conference topic part of the Council member's portfolio assigned under Council Policy No. 30?
9. Does this conference relate to one of Council's strategic priorities? If so, which one(s)?

Council Members' Participation on Local Government Associations Boards and Executives

City Council is expected to contribute towards the betterment of Fort St. John, to provide leadership and to serve and act on behalf of all citizens in the community. The Federation of Canadian Municipalities, Union of British Columbia Municipalities and North Central Local Government Association have Boards of Directors who have established select committees, task forces and sub-committees to advocate local government issues at the regional, provincial and federal levels. Due to the important work of these associations, Council encourages and supports individual Council Members to apply for executive and leadership positions in these organizations.

COUNCIL MEMBERSHIPS, CONFERENCES AND TRAVEL POLICY

Council Policy No. 20/20

POLICY:

Council Members' Participation on Local Government Associations Boards and Executives (continued)

Individual Council Members wishing to apply for executive and leadership positions on associations that are not listed within this policy or identified in Council Committees Portfolio of Responsibilities Council Policy No. 30/18 can formally request Council's endorsement of his/her nomination at a Regular Council meeting. The questions identified in Section 9 of this policy will be used as part of Council's deliberations.

Meetings with Ministers, Ministry staff and Energy Companies

To allow members of Council the authorization to schedule special meetings with Ministers, Ministry staff and energy companies to promote the City and convey its initiatives.

POLICY:

Members of Council will be authorized to travel:

- To Victoria for meetings with Provincial Ministers and staff as required to convey the City's future growth and development and/or emerging issues that the City is dealing with.
- To meet with representatives from the energy sector to promote Fort St. John as the regional service centre in Northeastern BC.

Scheduling of Meetings Criteria:

- Council is required to discuss and identify the topics/issues for the meeting(s) they are requesting staff to coordinate in accordance with this policy. This reiterates that this is an issue/topic that is important to Council as a whole and to ensure that all of Council is aware of the issue.
- A Council resolution is required that will indicate the topic/issue, who Council will be meeting with and to provide travel authorization.
- Those Council members in attendance at the meeting will be required to provide either a verbal or written update to those Council members who could not attend.

Annual Budget Allocation:

This expense will be allocated to the Council travel account and \$10,000 will be placed in each year's budget for this travel.