

COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: February 4, 2025
Subject: 2025 Council Travel

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

This report is to assist Council in planning their 2025 travel and professional development schedule. In 2025, each Councillor has been allocated a budget of \$5,000 (\$10,000 for the Mayor) to spend at their discretion to attend conventions and webinars throughout the year.

The following table provides estimated costs for each convention coming up. The Federation of Canadian Municipalities and North Central Local Government Association conference registrations have not opened, so any fees unavailable have been based on 2024. There are also certain factors to take into consideration such as the locations of events, the cost of airfare/travel, hotel block rates, and additional costs such as workshops, ticketed events including banquets, luncheons and breakfasts as well as per diems.

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:

Cat Smith, Executive Assistant/Legislative Clerk

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

		Estimated 2025 Expenses
BC Natural Resources Forum <i>January 14-16, 2025</i> <i>Prince George, BC</i>	Registration	\$489.00
	Hotel	\$358.00
	Travel (mileage)	\$259.00
	Per Diem	\$300.00
	Total	\$1,406.00 + taxes
Local Government Leadership Academy <i>March 12 – 14, 2025</i> <i>Vancouver, BC</i>	Registration	\$495.00
	Hotel	\$657.00
	Mileage	\$280.00
	Travel (Flight)	\$323.00
	Per Diem	\$300.00
	Total	\$2,183.37 + taxes
Council of Forest Industries Conference <i>April 2 – 4, 2025</i> <i>Prince George, BC</i>	Registration	\$675.00
	Hotel	\$720.00
	Mileage	\$259.00
	Per Diem	\$400.00
	Total	\$2,054.00 + taxes
North Central Local Government Association <i>May 12 – 15, 2025</i> <i>Prince Rupert, BC</i>	Registration	\$832.00
	Hotel	\$845.00
	Mileage	\$1,260.00
	Per diem	\$300.00
	Total	\$3,237.00 + taxes
Federation of Canadian Municipalities <i>May 29 – June 1, 2025</i> <i>Ottawa, ON</i>	Registration	\$1,195.00
	Hotel	\$1,756.00
	Mileage	\$280.00
	Travel (Flight)	\$634.62
	Per Diem	\$400.00
	Total	\$4,265.62+ taxes
Union of BC Municipalities <i>Sept. 22 – 26, 2025</i> <i>Victoria, BC</i>	Registration	\$811.00
	Hotel	\$1940.00
	Mileage	\$280.00
	Travel (Flight)	\$840.00
	Per Diem	\$400.00
	Total	\$4,271.00 + taxes