

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: May 20, 2025

Subject: 2025 UBCM Minister and Staff Meeting Requests

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

The deadline to submit meeting requests for meetings with Provincial Ministers and Staff at the Union of BC Municipalities Convention (Sept. 22 – 25, 2025) is July 2, 2025. The Provincial Appointment Book has not yet been released to provide further details on Ministers and the Ministry Staff, but as soon as it becomes available it will be shared with Council to consider who they wish to meet with and on which topics.

Staff attended an information session this week hosted by UBCM about submitting requests. Here are the key considerations shared about making submissions:

Minister Meetings

- A high-level discussion and overview of the topics submitted
- **# of Topics:** up to 3 per request
- **Time Limit:** 15 minutes
- **Location:** The Parliament Buildings
- **Dates:** Monday – Thursday, 8:00 am – 5:30 pm; Friday 8:00 am – 11:00 am
- **Deadline:** July 2, 2025
- **Confirmations:** Early September

Provincial Ministries, Agencies, Commissions, and Corporations (MACC)

- More detailed meeting with Deputy Ministers, Assistant Deputy Ministers, Executive Staff
- **# of Topics:** up to 3 per request
- **Time Limit:** 30 minutes (20 mins for Ministry of Transportation)
- **Location:** Fairmont Empress Hotel, Lower Lobby Level, Shaughnessy Ballroom
- **Dates:** Monday – Thursday: 8:30 am – 5:30 pm
- **Deadline:** August 20, 2025
- **Confirmations:** Early-Mid September

Submission Requirements

- Submission Character Limits:
 - o Title (100 characters)
 - o Background (700 characters)
 - o Request (300 characters)
- Submit topics to lead Ministry only, not to multiple Ministries.
- If choosing to request a meeting with both the Minister and the Ministry Staff, Council's preference must be indicated for which meeting they would most like to attend in the event that both meetings cannot be accommodated or to allow UBCM to accommodate other community's requests.

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:

Emily Kaehn, Director of Corporate Services

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer