REQUEST FOR DECISION

**File # 0390-01**

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| Report To: | **Mayor and Council** |
| From: | **Ellen Frisch, Manager of Executive Services** |
| Presenter: | **Catherin Ross, Executive Assistant** |
| Subject: | **Administration Report No. 0143/25**<br>**2025 Council Travel Expenses - 3rd Quarter Report** |
| Meeting: | **Regular Council** |
| Meeting Date: | **October 14, 2025** |

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**RECOMMENDATION:**

"THAT, Administration Report No. 0143/25, 2025 Council Travel Expenses - 3rd Quarter Report, be received for information."

**CAO'S COMMENTS:**

The City of Fort St. John reports Council expenses quarterly to ensure transparency.

**ALTERNATIVE RECOMMENDATION:**

None

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**KEY ISSUES(S)/ CONCEPTS DEFINED:**

To receive Council's Conference Travel and Local Events Expenses Spreadsheet quarterly in accordance with Council Policy.

**RELEVANT POLICY:**

City Council Memberships, Conferences and Travel Policy No. 20/20
City Council & Spouses Involvement at Council Functions Policy No. 80/15
City Council Allowable Expenses Policy No. 98/25

## IMPLICATIONS OF RECOMMENDATION

**COMPLIANCE WITH STRATEGIC PILLARS:**
*Relationships & Advocacy – Initiate and foster relationships and advocate to decision makers on the issues that impact our community and our neighbours.*

*Organizational Excellence – Provide a healthy workplace that is inclusive and builds on our diversity, engagement, and sense of community.*

*Managing Assets – Build and manage assets that support the current and future needs of the community.*

**COMPLIANCE WITH STRATEGIC OBJECTIVES:**
Strengthen relationships with First Nations and Metis communities.
Develop partnerships with agencies that provide education, health, and public safety services.
Liaise and engage with local, regional, provincial, and federal governments, as well as industry to ensure sustainability for resource communities.
Invest in continuous learning and development.
Ensure accountable, transparent, and responsible financial management focused on value.

**GENERAL:**
The 3rd quarter report captures events attended in the months of July to September including the PNWER Annual Summit and UBCM Convention, the Ovintiv Networking Event at Dawson Creek Rodeo, and the Prophet River Treaty Days and ATR Celebration. The report also covers all previous quarters in the 2025 fiscal year.

There is a sufficient amount of funds remaining to allow for upcoming conferences such as the 2025 Mental Health and Addictions Symposium, Spark Women's Conference, FSJ Hospital Foundation's Be an Angel Gala, and various other conferences that arise which may be beneficial to our community (pending a Council resolution).

**FINANCIAL:**
Conference expenses are allocated to the Memberships and Professional Development Account. Local expenses are allocated to the Local Meetings Account. The sum of these accounts makes up the total Council Travel Account budget.

All travel was approved within the 2025 budgeted amount, and the upcoming Mental Health and Addictions Symposium and local events are allocated within the current budget.

**ATTACHMENTS:**
Attachment 1: 2025 Council Conference Travel and Local Expenses - 3rd Quarter - Jul to Sept 2025

**RESPECTFULLY SUBMITTED:**
Catherin Ross, Executive Assistant

# Council Travel Expenses 2025 01-20-111-234 & 01-20-111-237

## Councillor Bolin

| Purpose | Date | Destination | Transportation | | | | Reg. | Accom. | Gen. Expenses | Misc. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Airfare | Vehicle | Car Rental | Other | | | | | |
| | | | | | | | | | | | $0.00 |
| **TOTALS** | | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |

## Mayor Hansen

| Purpose | Date | Destination | Transportation | | | | Reg. | Accom. | Gen. Expenses | Misc. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Airfare | Vehicle | Car Rental | Other | | | | | |
| BC Natural Resources Forum | Jan. 14-16, 2025 | Prince George, BC | | $660.96 | | | $827.40 | $988.40 | $550.00 | | $3,026.76 |
| LGLA | Mar. 12-14, 2025 | Vancouver, BC | $491.32 | | | | $519.75 | $1,026.32 | $495.00 | | $2,532.39 |
| COFI Convention | Apr. 2-4, 2025 | Prince George, BC | | $660.96 | | | $0.00 | $588.12 | $550.00 | | $1,799.08 |
| NCLGA AGM and Conference | May 12-16, 2025 | Prince Rupert, BC | | $1,351.27 | | | $865.00 | $1,374.25 | $600.00 | | $4,190.52 |
| UBCM Convention | Sept. 21-27, 2025 | Victoria, BC | $512.32 | | | $142.00 | $1,102.50 | $1,750.32 | $715.00 | $185.85 | $4,407.99 |
| **TOTALS** | | | $1,003.64 | $2,673.19 | $0.00 | $142.00 | $3,314.65 | $5,727.41 | $2,910.00 | $185.85 | **$15,956.74** |

## Councillor Klassen

| Purpose | Date | Destination | Transportation | | | | Reg. | Accom. | Gen. Expenses | Misc. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Airfare | Vehicle | Car Rental | Other | | | | | |
| BC Natural Resources Forum | Jan. 14-16, 2025 | Prince George, BC | $652.45 | | | $89.06 | $513.45 | $988.40 | $550.00 | | $2,793.36 |
| NCLGA AGM and Conference | May 12-16, 2025 | Prince Rupert, BC | $681.37 | | | | $0.00 | $824.55 | $440.00 | | $1,945.92 |
| FCM Annual Conference | May 29-Jun. 1, 2025 | Ottawa, ON | $726.81 | | | $70.72 | $1,378.60 | $2,840.46 | $770.00 | | $5,786.59 |
| PNWER Annual Summit | July 20-24, 2025 | Bellevue, WA | $329.92 | | | $191.84 | $1,051.29 | $1,800.41 | $605.00 | | $3,978.46 |
| UBCM Convention | Sept. 21-27, 2025 | Victoria, BC | $579.52 | | | $57.53 | $945.00 | $1,975.56 | $440.00 | | $3,997.61 |
| **TOTALS** | | | $2,970.07 | $0.00 | $0.00 | $409.15 | $3,963.34 | $8,429.38 | $2,805.00 | $0.00 | **$18,576.94** |

## Councillor Lequiere

| Purpose | Date | Destination | Transportation | | | | Reg. | Accom. | Gen. Expenses | Misc. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Airfare | Vehicle | Car Rental | Other | | | | | |
| | | | | | | | | | | | $0.00 |
| **TOTALS** | | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |

## Councillor MacDougall

| Purpose | Date | Destination | Transportation | | | | Reg. | Accom. | Gen. Expenses | Misc. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Airfare | Vehicle | Car Rental | Other | | | | | |
| BC Natural Resources Forum | Jan. 14-16, 2025 | Prince George, BC | $566.11 | | | $45.48 | $513.45 | $988.40 | $550.00 | | $2,663.44 |
| LGLA | Mar. 12-14, 2025 | Vancouver, BC | $604.72 | | | | $519.75 | $513.16 | $330.00 | | $1,967.63 |
| NCLGA AGM and Conference | May 12-16, 2025 | Prince Rupert, BC | $1,506.67 | | | | $805.00 | $1,099.40 | $550.00 | | $3,961.07 |
| PNWER Annual Summit | July 20-24, 2025 | Bellevue, WA | $618.96 | | | $89.29 | $1,100.22 | $1,429.21 | $550.00 | | $3,787.68 |
| UBCM Convention | Sept. 21-27, 2025 | Victoria, BC | $656.59 | | | $68.25 | $945.00 | $1,750.32 | $715.00 | $157.50 | $4,292.66 |
| **TOTALS** | | | $3,953.05 | $0.00 | $0.00 | $203.02 | $3,883.42 | $5,780.49 | $2,695.00 | $157.50 | **$16,672.48** |

## Councillor Stewart

| Purpose | Date | Destination | Transportation | | | | Reg. | Accom. | Gen. Expenses | Misc. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Airfare | Vehicle | Car Rental | Other | | | | | |
| UBCM Convention | Sept. 21-27, 2025 | Victoria, BC | 722.32 | | | $114.02 | $955.00 | 1,458.60 | 660.00 | | $3,909.94 |
| **TOTALS** | | | $722.32 | $0.00 | $0.00 | $114.02 | $955.00 | $1,458.60 | $660.00 | $0.00 | **$3,909.94** |

## Councillor Zabinsky

| Purpose | Date | Destination | Transportation | | | | Reg. | Accom. | Gen. Expenses | Misc. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Airfare | Vehicle | Car Rental | Other | | | | | |
| BC Natural Resources Forum | Jan. 14-16, 2025 | Prince George, BC | | $660.96 | | | $489.00 | $988.40 | $487.09 | | $2,625.45 |
| NCLGA AGM and Conference | May 12-16, 2025 | Prince Rupert, BC | $1,014.22 | | | $60.90 | $805.00 | $1,099.40 | $550.00 | | $3,529.52 |
| FCM Annual Conference | May 29-Jun. 1, 2025 | Ottawa, ON | $1,865.42 | | | $96.65 | $1,378.60 | $1,779.75 | $660.00 | | $5,780.42 |
| UBCM Convention | Sept. 21-27, 2025 | Victoria, BC | $787.00 | | | $157.00 | $945.00 | $1,750.32 | $660.00 | | $4,299.32 |
| **TOTALS** | | | $3,666.64 | $660.96 | $0.00 | $314.55 | $3,617.60 | $5,617.87 | $2,357.09 | $0.00 | **$16,234.71** |

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|---|---|
| **YTD Total** | **$71,350.81** |
| **2025 Funds Allocated** | **$82,500.00** |
| **Local Meetings** | **$1,091.68** |
| **TOTAL FUNDS REMAINING** | **$10,057.51** |