



THE CORPORATION OF THE CITY OF VERNON

MEMORANDUM

TO: Patti Bridal, Chief Administrative Officer **FILE:** 0530-10 (2024)
PC: Debra Law, Director, Financial Services **DATE:** March 26, 2024
FROM: Sarah Smith, Senior Executive Assistant
SUBJECT: **2024 SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION (SILGA) CONFERENCE – UPDATED ATTENDANCE**

The Southern Interior Local Government Association (SILGA) Conference will be held in Kamloops from April 30 to May 3, 2024. Pursuant to Section 1, Authorization to Travel, of the "Travel and Expense Policy – Mayor, Council, Boards and Committees" (Attachment 1), a resolution of Council is required in order to permit the Mayor and Members of Council to attend conferences, subject to available budget.

Council, at their Regular meeting held on Monday, February 12, 2024 passed the following resolution:

"THAT Council receive the memorandum titled "2024 Southern Interior Local Government Association Conference (SILGA) - Attendance" dated February 6, 2024 and respectfully submitted by the Manager, Legislative Services;

AND FURTHER, that Council approve Mayor Cumming, Councillors Gares, Mund and Durning to attend the 2024 SILGA Conference, to be held in Kamloops, B.C. from April 30 - May 3, 2024.

CARRIED."

Administration advises that Councillor Brian Guy will also be attending the 2024 SILGA Conference in Kamloops from April 30 – May 3, 2024. The Conference details are included in Attachment 2.

RECOMMENDATION:

THAT Council receive the memorandum titled "2024 Southern Interior Local Government Association Conference (SILGA) – Updated Attendance" dated March 26, 2024 and respectfully submitted by the Senior Executive Assistant;

AND FURTHER, that Council ratifies the attendance of Councillor Brian Guy to the 2024 SILGA Conference, to be held in Kamloops, B.C. from April 30 – May 3, 2024.

Respectfully submitted,



Sarah Smith
Senior Executive Assistant

Attachment 1 – Travel and Expense Policy – Mayor, Council, Boards and Committees
Attachment 2 – SILGA 2024 Agenda

Approved for the Agenda by the CAO





THE CORPORATION OF THE CITY OF VERNON

3400 – 30th Street, Vernon, B.C. V1T 5E6

Telephone: (250) 545-1361 Fax: (250) 545-4048

website: www.vernon.ca

Corporate Policy


Section:	Financial Services	
Sub-Section:		
Title:	Travel and Expense Policy – Mayor, Council, Boards and Committees	

RELATED POLICIES

Number	Title

APPROVALS

POLICY APPROVED BY:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by: <i>"Barry Beardsell"</i> Acting Mayor Date: September 26, 2005	Amendment Approved by: <i>"Wayne Lippert"</i> Mayor Date: January 14, 2008	<ol style="list-style-type: none"> 1. Section 2.2 – Courtesy Accommodation increased to \$30.00 per diem and the addition of a \$20.00 incidental per diem for Council Members. 2. Section 2.1 (b) Council members will receive \$0.51 per kilometer when attending meetings on behalf of Council. 3. Amend Section 3.6 reporting – "attendees must provide Council with an oral or written report".

		4. Clarify Approval
	Approved by: <i>"Wayne Lippert"</i> Mayor Date: November 14, 2011	Numerous revisions *see K. Bertles report dated November 8, 2011 RMS#0110-40
	Approved by: <i>"Victor Cumming"</i> Mayor Date: February 25, 2019	1. Attendance Requirement or Costs Absorbed by Member 2. Policy Name Changed from Council – Travel and Expense Policy to Travel and Expense Policy – Mayor, Council, Boards and Committees
	Approved by: <i>"Victor Cumming"</i> Mayor  Date: September 7, 2021	1. Department name amended 2. Air Transportation (2.1 a) added 'be' after Claims should.. 3. Automobile Transportation (2.1 b) replaced \$0.52 per km with for the first 5,000 km 4. Per Diem Allowances (2.4) amended with more clarity and details

POLICY

Training, professional development and networking opportunities for Council members, commission and committee members and the Administrator, are recognized as important opportunities for the City. Expenditures for such events will be reimbursed in accordance with this policy providing funds have been budgeted in the annual operating budget and/or subject to pre-event authorizations as set out in this policy.

PROCEDURES

1. AUTHORIZATION TO TRAVEL

The following travel will require the following pre-approvals, with expenditures required to be within budgeted funds.

	CONVENTIONS/SEMINARS, EXPENSES AND TRAVEL	OUT OF PROVINCE AND OUT OF CANADA TRAVEL COSTS
Mayor and Council	Council Resolution or Approval of the Mayor, for early registration, with Council ratification	Council Resolution
Board, Commission and Committee Members	Committee Resolution and Council Resolution	Committee Resolution and Council Resolution

In the case of the Mayor, Council, board, commission and committee members, requests are to be submitted in writing outlining the nature of the event, projected expenditures, event location, and date details.

Travel within B.C. to attend meetings for City business does not require prior approval, *provided they are within the budget.*

2. ALLOWABLE COSTS

2.1 Transportation Costs

(a) Air Transportation

All air transportation should be arranged through Administration and carriers operating from the Vernon Airport to be given first consideration if the transportation is at a comparable cost. Transportation should be arranged using the most direct route, at the lowest available economy class fare. Claims should be supported by original ticket stubs or confirmation notices for internet bookings.

Wherever possible, advance bookings should be made to take advantage of lower fares. In those cases where the lower fare requires the individual to extend the trip, the City will pay the additional costs, provided that there are overall cost savings.

Associated travels which may be claimed include:

- (i) ground transportation
- (ii) necessary excess baggage charges;
- (iii) other necessary travel related costs.

(b) Automobile Transportation

Where an individual chooses to travel by automobile, reimbursement will be the lesser of the travel claim (including associated costs) based on the prevailing mileage rate and the total transportation costs that would have been payable if the individual had traveled by air.

Associated costs of automobile travel such as parking fees, bridge, ferry, or highway tolls, and en-route accommodation are also claimable, if supported by original receipts.

Council Members will receive a per kilometer rate for attendance at meetings on behalf of Council. The rate paid will be the CRA automobile allowance rate for the first 5,000 km.

2.2 Accommodation Costs

Accommodation will be reimbursed based on reasonable accommodation for the particular event attended. Accommodation claims shall be supported by the original copy of the hotel bill.

Where accommodation is arranged or accepted at a relative or friend's residence, a nightly rate of \$30.00 will be paid to cover a house gift or other expression of appreciation.

2.3 Registration Fees

The City will pay the applicable registration fees for attendance at approved events.

2.4 Per Diem Allowances

The City will pay for meals/incidentals on a per diem basis, as per UBCM standards, as follows:

Breakfast	\$15.00
Lunch	\$15.00

Supper	\$30.00
Other incidental expenses	\$20.00

Breakfast – leave before 6:00 am, return after 10:00 am

Lunch – leave before 10:00 am, return after 2:00 pm

Dinner – leave before 2:00 pm, return after 6:00 pm

Incidental expenses – absent at least 24 consecutive hours or more

Incidental expenses typically include such items as: metered parking where no receipt is available, small personal expenses, tips on meals or other snack foods and beverages (except alcohol).

3. GENERAL POLICIES

3.1 Spousal or Partner Travel

Costs of spousal travel, including transportation, accommodation, registration and meals, are an expense of the individual, and not the City, unless approved by Council.

3.2 Mayor's Discretionary Expenses

The annual budget provides for expenditures for the hosting of individuals and/or organizations for City purposes. Any expenditure from this budget category must be approved by Council before the Mayor can be reimbursed.

3.3 Rental Cars

In circumstances where a rental car is necessary or warranted, the type of car booked shall be a reasonable size car dependent upon the specific circumstances.

Applicable additional car rental costs, such as insurance and gasoline, will be reimbursed. All claims must be accompanied by original receipts. Collision insurance must be purchased for the rental vehicle. Liability insurance is not required as the City carries a \$10 million liability policy for these rentals.

3.4 Travel Insurance

The City will pay the cost of trip cancellation insurance and baggage loss insurance, where the insurance is booked at the time air travel tickets are acquired.

3.5 Extension for Personal Travel

Where an individual combines a business trip with personal travel, the City will not reimburse any part of the personal travel expenses. The cost born by the City shall be that which would have been incurred if the individual had traveled on business only.

3.6 Reporting

Costs are to be submitted on the Travel Expense Report available from the Finance Division. The information must include the nature of the event, the date and any attendees on whose behalf these expenses were incurred. If the costs relate to a group, then the name of the group and the number in the group must be stated (i.e. a delegation from a Sister City).

For the Mayor, Councillors and Committee members, payment of the reimbursement claims will require authorization by the Manager Finance and the Administrator.

3.7 City Credit Cards

City credit cards cannot be used for any travel expenses. ***No member of Council, including the Mayor, will be provided with a City Credit Card.*** Travel expense advances can be obtained from the Finance Division. Costs are to be reported as per item 3.5 with any unused advance being refunded to the City.

3.8 Non-Attendance, Once Registered

Should Administration register a **member** for a conference, training, or professional development event and the **member** does not subsequently attend (excepting in **emergent** situations, at the discretion of the Mayor) the **member** shall reimburse the City of Vernon for all related non-recoverable costs.

Members who self-register for a conference, training, or professional development event and who subsequently do not attend (except in **emergent** situations, at the discretion of the Mayor) shall not be entitled to reimbursement for expenses incurred.



2024 SILGA
AGM & CONFERENCE
Kamloops BC

Keep the Ball Rolling | #SILGA2024

Tuesday, April 30th

Coast Hotel and Conference Centre
1250 Rogers Way, Kamloops BC

12:00 pm – 4:00 pm	Registration opens (Coast Hotel and Conference Centre, 1250 Rogers Way, Kamloops BC)
1:00 pm	Golf at Mount Paul Golf Course (executive) transportation not provided. (615 Mount Paul Way, Kamloops, BC)
1:00 pm 1:30 pm 2:00 pm	Explore Kamloops Tours 1.5-2 hours <ol style="list-style-type: none"> 1. BC Wildlife Park 2. Kamloops Art Gallery 3. Rocky Mountaineer
1:30 pm	Innovative Community Solutions for Public Safety & Substance Use (Hilltop) <i>Noah Chalifoux, Janine Stevenson and Andrea Durban with CAI and BCCDC</i>
1:30 pm	1. Playing by the Rules - Keeping Order in Council and Board Meetings (Ida) <i>City of Kamloops Corporate Officer Maria Mazzotta and Sun Peaks CAO Deanna Campbell</i>
2:30 pm	2. Creating balance from a busy, 24/7 schedule (Ida) <i>Cindy Piva and Anna Harrison with Thrive Business Strategies</i>
5:30 pm – 6:30 pm	Registration – Match Eatery and Public House (1555 Versatile Dr, Kamloops, BC) <i>Busing provided by People in Motion (small bus) - starting at 4:50 pm</i>
5:30 pm – 7:30 pm	Pub Night – Match Eatery and Public House (1555 Versatile Dr, Kamloops, BC) <i>Sponsored by BCLC and Gateway Casino</i> <i>Entertainment by Jeremy Kneeshaw</i>

Wednesday, May 1st

Coast Hotel &
Conference Centre
1250 Rogers Way, Kamloops BC

7:30 am – 9:00 am	Full Breakfast
8:00 am – 12:00 pm	Trade Show set up
8:00 am – 9:00 am	Registration continues
9:00 am	Drive to the Arbour at Tkemlúps te Secwépemc (<i>individual cars</i>) <i>(345 Powwow Trail, Kamloops)</i>
9:30 am – 10:00 am	Opening Ceremonies at Tkemlúps te Secwépemc (<i>345 Powwow Trail, Kamloops</i>)
10:00 am – 10:30 am	Kupki7 Rosanne Casimir Keynote Speaker <i>Sponsored by BDO Canada</i>
10:30 am – 12:00 pm	Tours at Tkemlúps te Secwépemc <ol style="list-style-type: none">1. Residential School2. Sacred Site3. Canoeing4. Learn how to play Lahal
12:00 pm – 1:00 pm	Lunch with the Food Trucks at the Arbour
1:00 pm – 1:30 pm	Return to Kamloops Coast Hotel
1:30 pm	Trade Show starts
1:30 pm – 2:15 pm	BC Housing - BC's Short-Term Rental Accommodations Act <i>Hannah Rabinovitch, Director, Housing Policy Branch and Jade Ashbourne, Executive Director, Housing Policy Branch</i>
2:15 pm – 2:20 pm	Presentation ETSI-BC <i>Laurel Douglas, CEO</i>
2:20 pm – 3:00 pm	Resolution session starts
3:00 pm – 3:15 pm	Nutrition Break (Ballroom) <i>Sponsored by Enbridge</i>
3:15 pm – 4:30 pm	Resolution session continues
5:30 pm – 7:30 pm	Welcome Reception Coast Kamloops Hotel and Convention Centre trade show area <i>Sponsored by TNRD</i>

continued

Thursday, May 2nd

Coast Hotel &
Conference Centre
1250 Rogers Way, Kamloops BC

7:00 am – 8:15 am	Full Breakfast
7:30 am – 8:05 am	Breakfast of Champions <i>Corix Utilities Inc and AME presentations</i>
8:00 am – 3:30 pm	Trade Show Continues
8:15 am – 8:40 am	Annual General Meeting Opens President's Report – <i>Councillor Aimee Grice</i> Adoption of 2023 AGM Minutes Business Arising from the Minutes SILGA Financial Report – <i>BDO Canada Mario Piroddi</i> SILGA Five Year Plan – <i>Mayor Ward Stamer</i>
8:40 am – 8:45 am	Trans Mountain Project Expansion Presentation <i>Leah Caldwell, External Relations Advisor BC and Alberta</i>
8:45 am – 8:50 am	AGM Continues - Nomination Report including nominations from the floor and speeches from candidates for Table Officers <i>Lori Mindnich, SILGA Past President</i>
8:50 am – 9:45 am	The Future of Wildfires in BC <i>Dr Mike Flannigan, TRU Professor and Murray Wilson, RFP</i>
9:45 am – 9:50 am	BC Assessment presentation <i>Graham Held, Manager, Local Government</i>
9:50 am – 10:05 am	UBCM Address <i>UBCM President, Councillor Trish Mandewo</i>
10:05 am – 10:20 am	Nutrition Break
10:05 am – 11:10 am	Voting for Table Officers – if needed
10:20 am - 11:10 am	MFA BC presentation The Pendulum: Tools for Successful Dialogue in Local Government <i>Jamie McEwan, Chair of Local Government Programs at Capilano University</i>
11:15 am – 12:05 pm	Breakout Sessions <ol style="list-style-type: none">Kamloops Clean Team: Service, Collaboration, and Funding Innovations <i>Jeremy Heighton, Executive Director, North Shore BIA and Bill Sarai, Kamloops Councillor</i>Local Economic Development – A Program Based Approach <i>Jim Anderson, Executive Director Venture Kamloops</i>Intergovernmental Relations and Advocacy for Local Government <i>Corbin Kelley, TNRD and Axelle Bazett, City of Kelowna</i>

continued

2024 SILGA AGM & CONFERENCE

Thursday, May 2nd

Coast Hotel &
Conference Centre
1250 Rogers Way, Kamloops, BC

12:05 pm – 1:00 pm	Lunch in the trade show <i>Sponsored by BC Hydro</i>
1:00 pm – 1:10 pm	AGM continues 1. Announcement of Table Officers election results 2. Nominations from the floor for Directors at Large <i>Lori Mindnich, SILGA Past President</i>
1:10 pm – 1:20 pm	AGM continues - Speeches for Directors at Large
1:20 pm – 1:30 pm	BCLC Presentation
1:30 pm – 2:25 pm	Conflict of Interest <i>Denise McCabe and Jessica Vliegenthart, Partners with Fulton & Co.</i>
1:20 pm – 2:40 pm	Voting for Directors at Large
2:25 pm – 2:40 pm	Nutrition Break
2:40 pm – 4:30 pm 3:00 pm tours start	Tours of Thompson Rivers University and Tournament Capital Centre 1. Tournament Capital Centre Tour <i>Sean Smith, Supervisor, Business Operations & Events and Dylan Armstrong, World Champion and Olympic bronze medalist</i> 2. Kenna Cartwright Park Nature Walk and Invasive Plant presentation <i>Kirsten Wourms, City of Kamloops Natural Resources Crew Leader and Coleen Hougén, Invasive Plant Management Coordinator with the TNRD</i> 3. TRU general campus tour 4. TRU Chappell Family Building for Nursing 5. TRU School of Trades and Technology
6:00 pm – 6:30 pm	Cocktails, cash bar 50/50 draw – proceeds to People in Motion
6:30 pm – 7:30 pm	Banquet – Coast Hotel and Conference Centre <i>Sponsored by FortisBC</i>
7:30 pm – 7:35 pm	Draw for 50/50 – People in Motion
8:00 pm – 11:00 pm	Entertainment - Dancing to Shattered Blue

Friday, May 3rd

Coast Hotel &
Conference Centre
1250 Rogers Way, Kamloops BC

7:00 am – 8:20 am	Full Breakfast
8:30 am – 9:30 am	Zoom with Provincial Ministers (tentative)
9:30 am – 9:35 am	Association of Interior Realtors presentation <i>Seth Scott, Government Relations And Policy Lead</i>
9:35 am – 9:40 am	Announcement of SILGA Directors at Large <i>Lori Mindnich, SILGA Past President</i>
9:40 am – 10:30 am	<ol style="list-style-type: none">Rushing in to Fill a Void: Ethical Role Clarity for Elected Officials <i>Jamie McEwan, Chair of Local Government Programs at Capilano University</i>Meeting the Future Energy Needs of BC
10:30 am – 10:45 am	Nutrition Break
10:45 am – 10:50 am	BC Council of Forest Industries presentation <i>Michael Armstrong, Vice President and Chief Forester</i>
10:50 am – 11:00 am	Community Excellence Awards
11:00 am – 11:15 am	Minister of Municipal Affairs Address (tentative) <i>Honorable Anne Kang</i>
11:15 am – 12:00 pm	Better than Tinder <i>Terry Lake and Ken Christian, Former Kamloops Mayors and Minister of Health</i>
12:00 pm – 12:05 pm	SILGA President Address
12:05 pm – 12:10 pm	2025 Host – City of Merritt <i>Mayor Mike Goetz</i>
12:10 pm – 12:15 pm	Grand Prize Draw <i>Kamloops Mayor Reid Hamer Jackson and sponsor</i>
12:15 pm	Convention closes