



STAFF REPORT

Title: Municipal Delegation to Hugelsheim Germany

Meeting Date: January 24, 2023

Executive Summary:

The City of Cold Lake is preparing to send a delegation to Hugelsheim, Germany for their 2023 Spargel Festival scheduled for June 16, 17, and 18, 2023.

To ensure conformity to Council's Compensation Policy, it is recommended that Council pass a motion authorizing the City of Cold Lake's attendance to the event. It is understood that only a few members of Council are available to make the delegation.

Background:

The City of Cold Lake and Hugelsheim - Germany has shared a partnership agreement since 1984. The agreement was subsequently renewed in 1990. The Partnership Agreement has been attached for reference purposes.

The City of Cold Lake last attended in June 2019.

In accordance to Policy No. 123-AD-10 - Section 3.4; attendance at conferences, seminars, and courses not within the Province of Alberta of greater than three (3) days' length, and/or with registration fees greater than \$500 requires authorization by resolution of Council, **except for the FCM Conference which is an annual conference attended by Council.**

- Flights - Up to \$1,800 for air travel costs plus reasonable baggage fees (we are asking for Council to submit receipts of actual expenses; however, the threshold limits would apply if necessary). For reference purposes, as of today (at the time of this report) a flight from Calgary to Frankfurt is \$1,466 (most flexibility is between \$1,500 and \$1,700) and a flight from Edmonton to Frankfurt, with stops, is approx. \$1,440 (most flexibility is between \$1,600 and \$1,700). Please note that the \$1,800 threshold is for those looking to travel beyond the formal City of Cold Lake business activities. The City would compensate the reasonable "standard economy fare" from Edmonton to Frankfurt International Airport or comparable for those simply attending the business event.
- Regional Transportation - Members of the delegation will have to take either trains and/or buses and/or even taxi's to get from an International Airport such as Frankfurt (or Paris) to Hugelsheim (potentially via Baden-Baden, Germany).



Generally, train services are very low priced in Europe. It would be reasonable to provide each member of Council attending the event up to a \$200 allowance to get to and from Hügelsheim. Again, the City would compensate the reasonable “standard economy fare” from nearest airport to Hügelsheim, Germany to attend the business event; the \$200 threshold is for those looking to travel beyond the formal City of Cold Lake business activities.

- Hotel - three (3) nights hotel in Hügelsheim (June 16, 17 and 18). Due to very limited availability during the Spargelfest; we make every attempt to make the necessary room reservations.
- Per Diems - Five (5) days of Council per diems for attending the event. This provides three (3) days for the event and two (2) days of travel.
- Meal Expenses - Five (5) days of meal expenses as outlined in the Elected Officials Expense Reimbursement Policy;
- Canadian Travel Costs - Each delegate will need to travel to and from a Canadian departure airport (Edmonton or Calgary).

Any expenses beyond the above would be the responsibility of the member of Council in attendance.

Alternatives:

Council may consider the following options:

1. That Council pass or defeat a motion authorizing the City Council to attend the 2023 Spargel Festival and business events scheduled for June 16, 17, and 18, 2023 in Hügelsheim, Germany.
2. The Council refer the initiative to Council’s Corporate Priorities Committee for further discussion and recommendation.

Recommended Action:

That Council pass or defeat a motion authorizing the City Council to attend the 2023 Spargel Festival and business events scheduled for June 16, 17, and 18, 2023 in Hügelsheim, Germany

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer