



# BIANNUAL STAFF EXPENSE SUMMARY REPORT

Staff Member:	Ethan Anderson
Quarters Covered:	Q1 – Q2

Summary of Staff-Related Activities in this Quarter:			
	Representing the municipality		Engaging in municipal business
X	Attending meetings, courses, or conventions		Attending community events
	Attending workshops and/or seminars directly relevant to municipal affairs	X	For maintaining membership dues or association fees relevant to their position

For each selected item above, please provide a summary of the city-related activity (e.g., travel to [location] to attend [convention name]; travel to [location] for ministerial meetings with the [committee name])

NCLGMA – Prince George - \$375 Registration LGMA Membership - \$309 NCLGMA Membership - \$25 Training – 983.25
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Expense Summary (attached receipts):

<b>Reimbursable Expenses</b> (Paid out of pocket, and will claim reimbursement)	\$
• Economy rate air fare	
• Conference and convention registration fees	709
• Taxi fares, car rental, public transit, or car parking	
• Accommodation	
• Meals	
• Incidental expenses	
• Ticket purchase for community events	
<b>Prepaid Expenses</b> (Expenses booked and prepaid on City accounts)	\$
• Economy rate air fare	
• Conference and convention registration fees – Training	983.25
• Taxi fares, car rental, public transit, or car parking	
• Accommodation	
• Meals	
• Incidental expenses	
• Ticket purchase for community events.	



# BIANNUAL STAFF EXPENSE SUMMARY REPORT

Staff Member:	Walter Babicz, City Manager
Quarters Covered:	Q1 & Q2 - 2025

Summary of Staff-Related Activities in this Quarter:			
X	Representing the municipality	X	Engaging in municipal business
X	Attending meetings, courses, or conventions	X	Attending community events
	Attending workshops and/or seminars directly relevant to municipal affairs	X	For maintaining membership dues or association fees relevant to their position

For each selected item above, please provide a summary of the city-related activity (e.g., travel to [location] to attend [convention name]; travel to [location] for ministerial meetings with the [committee name])

1.	2025 01 BC Natural Resources Forum Official Opposition Breakfast (\$59.91)
2.	2025 02 Local Government Management Association Membership Renewal (\$309.00)
3.	2025 03 Civic Info – North Central Local Government Management Association Membership Renewal (\$25.00)
4.	2025 04 Law Society of British Columbia Fees (\$1,218.53)
5.	2025 04 28 – 05 01 - Travel to Victoria to attend ministerial meetings with City Council Standing Committee on Intergovernmental Affairs Advocacy Delegation (a) 2025 04 - 2025 Victoria Advocacy Delegation accommodation (3 nights - \$927.15 including hotel fees and applicable taxes) (b) 2025 04 - 2025 Victoria Advocacy Delegation taxi fares and airport parking fees (Return taxi fare to/from Victoria airport \$153.90); Prince George Airport Authority (Long Term Parking \$57.14) (c) 2025 04 - 2025 Victoria Advocacy Delegation travel (Return flights \$383.72) (d) 2025 04 – 2025 Victoria Advocacy Delegation Travel Claim form (4 days \$260.00)
6.	Travel to Ottawa with City Council representatives to attend 2025 FCM Conference & Trade Show (a) 2025 05-06 – 2025 FCM Conference travel (Return flights \$769.09) (b) 2025 05-06 – 2025 FCM Conference accommodation (5 nights - \$2,094.75 including hotel fees and applicable taxes) (c) 2025 05-06 – 2025 FCM Conference taxi fares (Return taxi fare to/from Ottawa airport \$90.90; Prince George Airport Long Term Parking \$71.43) (d) 2025 05-06 – 2025 FCM Conference registration fee (\$1,195.00)

Expense Summary:

<b>Reimbursable Expenses</b> (Paid out of pocket, and will claim reimbursement)	\$
• Economy rate air fare	
• Conference and convention registration fees	
• Taxi fares, car rental, public transit, or car parking	
• Accommodation	
• Meals	260
• Incidental expenses	
• Ticket purchase for community events	
<b>Prepaid Expenses</b> (Expenses booked and prepaid on City accounts)	
• Economy rate air fare	1,152.81
• Conference and convention registration fees	1,195.00
• Taxi fares, car rental, public transit, or car parking	373.37
• Accommodation	3,021.90
• Meals	N/A
• Incidental expenses	N/A
• Ticket purchase for community events	59.91
• Memberships	1,552.53



# BIANNUAL STAFF EXPENSE SUMMARY REPORT

Staff Member:	Andy Beesley
Quarters Covered:	Q1 & Q2 2025

Summary of Staff-Related Activities in this Quarter:			
	Representing the municipality		Engaging in municipal business
	Attending meetings, courses, or conventions		Attending community events
	Attending workshops and/or seminars directly relevant to municipal affairs	X	For maintaining membership dues or association fees relevant to their position

For each selected item above, please provide a summary of the city-related activity (e.g., travel to [location] to attend [convention name]; travel to [location] for ministerial meetings with the [committee name])

NCLGMA membership fee - \$25
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Expense Summary (attached receipts):

<b>Reimbursable Expenses</b> (Paid out of pocket, and will claim reimbursement)	\$
• Economy rate air fare	
• Conference and convention registration fees	
• Taxi fares, car rental, public transit, or car parking	
• Accommodation	
• Meals	
• Incidental expenses	
• Ticket purchase for community events	
<b>Prepaid Expenses</b> (Expenses booked and prepaid on City accounts)	\$25
• Economy rate air fare	
• Conference and convention registration fees	
• Taxi fares, car rental, public transit, or car parking	
• Accommodation	
• Meals	
• Incidental expenses	
• Ticket purchase for community events.	



# BIANNUAL STAFF EXPENSE SUMMARY REPORT

Staff Member:	Kris Dalio
Quarters Covered:	Q1 & Q2 2025

Summary of Staff-Related Activities in this Quarter:			
	Representing the municipality		Engaging in municipal business
	Attending meetings, courses, or conventions		Attending community events
	Attending workshops and/or seminars directly relevant to municipal affairs	X	For maintaining membership dues or association fees relevant to their position

For each selected item above, please provide a summary of the city-related activity (e.g., travel to [location] to attend [convention name]; travel to [location] for ministerial meetings with the [committee name])

NCLGMA membership fee - \$25
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Expense Summary (attached receipts):

<b>Reimbursable Expenses</b> (Paid out of pocket, and will claim reimbursement)	\$
• Economy rate air fare	
• Conference and convention registration fees	
• Taxi fares, car rental, public transit, or car parking	
• Accommodation	
• Meals	
• Incidental expenses	
• Ticket purchase for community events	
<b>Prepaid Expenses</b> (Expenses booked and prepaid on City accounts)	\$25
• Economy rate air fare	
• Conference and convention registration fees	
• Taxi fares, car rental, public transit, or car parking	
• Accommodation	
• Meals	
• Incidental expenses	
• Ticket purchase for community events.	



# BIANNUAL STAFF EXPENSE SUMMARY REPORT

Staff Member:	Eric Depenau
Quarters Covered:	Q1 (Jan – Mar) & Q2 (Apr – June) 2025.

Summary of Staff-Related Activities in this Quarter:			
	Representing the municipality		Engaging in municipal business
x	Attending meetings, courses, or conventions		Attending community events
	Attending workshops and/or seminars directly relevant to municipal affairs	x	For maintaining membership dues or association fees relevant to their position

For each selected item above, please provide a summary of the city-related activity (e.g., travel to [location] to attend [convention name]; travel to [location] for ministerial meetings with the [committee name])

<ul style="list-style-type: none"> <li>I have registered for a Bylaw course via the Justice Institute of BC utilizing the City Professional Growth Program which reimburses employees' registration and course costs up to a limit of \$750.00 annually. This appears best aligned with the "Conference and convention registration fees" category. I appreciate the City of Prince George's commitment to this program and to staffs continuous learning.</li> <li>A charge of \$309.00 for annual membership in the Local Government Management Association appears in this reporting period.</li> </ul>
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Expense Summary (attached receipts):

<b>Reimbursable Expenses</b> (Paid out of pocket, and will claim reimbursement)	\$
<ul style="list-style-type: none"> <li>Economy rate air fare</li> <li>Conference and convention registration fees</li> <li>Taxi fares, car rental, public transit, or car parking</li> <li>Accommodation</li> <li>Meals</li> <li>Incidental expenses</li> <li>Ticket purchase for community events</li> </ul>	\$750.00
<b>Prepaid Expenses</b> (Expenses booked and prepaid on City accounts)	\$
<ul style="list-style-type: none"> <li>Economy rate air fare</li> <li>Conference and convention registration fees</li> <li>Taxi fares, car rental, public transit, or car parking</li> <li>Accommodation</li> <li>Meals</li> <li>Incidental expenses</li> <li>Ticket purchase for community events.</li> </ul>	\$309.00



# BIANNUAL STAFF EXPENSE SUMMARY REPORT

Staff Member:	Leslie Kellett, Deputy Corporate Officer
Quarters Covered:	January 1 to June 30, 2025

Summary of Staff-Related Activities in this Quarter:			
	Representing the municipality		Engaging in municipal business
X	Attending meetings, courses, or conventions		Attending community events
	Attending workshops and/or seminars directly relevant to municipal affairs	X	For maintaining membership dues or association fees relevant to their position

For each selected item above, please provide a summary of the city-related activity (e.g., travel to [location] to attend [convention name]; travel to [location] for ministerial meetings with the [committee name])

2025 Annual Membership – LGMA 2025 Civic Info BC Membership Training Course X 3 – Privacy
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Expense Summary (attached receipts):

<b>Reimbursable Expenses</b> (Paid out of pocket, and will claim reimbursement)	\$ 0.00
• Economy rate air fare	
• Conference and convention registration fees	
• Taxi fares, car rental, public transit, or car parking	
• Accommodation	
• Meals	
• Incidental expenses	
• Ticket purchase for community events	
<b>Prepaid Expenses</b> (Expenses booked and prepaid on City accounts)	
• Economy rate air fare	
• Conference and convention registration fees & Training	\$1384.00
• Taxi fares, car rental, public transit, or car parking	
• Accommodation	
• Meals	
• Incidental expenses	
• Ticket purchase for community events.	



# BIANNUAL STAFF EXPENSE SUMMARY REPORT

Staff Member:	Blake McIntosh, Director of Civic Operations
Quarters Covered:	Q1 & Q2

Summary of Staff-Related Activities in this Quarter:			
	Representing the municipality		Engaging in municipal business
Yes	Attending meetings, courses, or conventions		Attending community events
	Attending workshops and/or seminars directly relevant to municipal affairs	Yes	For maintaining membership dues or association fees relevant to their position

For each selected item above, please provide a summary of the city-related activity (e.g., travel to [location] to attend [convention name]; travel to [location] for ministerial meetings with the [committee name])

Attendance at HR seminar - \$301.86
Annual membership for the BC Fleet Operators Management Group - \$82.50

Expense Summary (attached receipts):

<b>Reimbursable Expenses</b> (Paid out of pocket, and will claim reimbursement)	\$0.00
• Economy rate air fare	
• Conference and convention registration fees	
• Taxi fares, car rental, public transit, or car parking	
• Accommodation	
• Meals	
• Incidental expenses	
• Ticket purchase for community events	
<b>Prepaid Expenses</b> (Expenses booked and prepaid on City accounts)	\$0.00
• Economy rate air fare	
• Conference and convention registration fees	
• Taxi fares, car rental, public transit, or car parking	
• Accommodation	
• Meals	
• Incidental expenses	
• Ticket purchase for community events.	





# BIANNUAL STAFF EXPENSE SUMMARY REPORT

Staff Member:	Deanna Wasnik
Quarters Covered:	Q1 and Q2

Summary of Staff-Related Activities in this Quarter:			
✓	Representing the municipality		Engaging in municipal business
✓	Attending meetings, courses, or conventions		Attending community events
✓	Attending workshops and/or seminars directly relevant to municipal affairs	✓	For maintaining membership dues or association fees relevant to their position

For each selected item above, please provide a summary of the city-related activity (e.g., travel to [location] to attend [convention name]; travel to [location] for ministerial meetings with the [committee name])

1. 2025 Webinar - Planning Institute of British Columbia (PIBC)
2. 2025 Membership fee - North Central Local Government Management Association
3. 2025 Travel to Ottawa, Ontario with Council representatives to attend the 2025 Federation of Canadian Municipalities (FCM) Annual Conference and Tradeshow. Additionally, meetings with experts and leaders regarding strategic economic development objectives.

Expense Summary (attached receipts):

<b>Reimbursable Expenses</b> (Paid out of pocket, and will claim reimbursement)	\$
• Economy rate air fare	
• Conference and convention registration fees	
• Taxi fares, car rental, public transit, or car parking	
• Accommodation	
• Meals ( <b>5 days per diem, less meals provided, and less GST</b> )	<b>323.81</b>
• Incidental expenses	
• Ticket purchase for community events	

<b>Prepaid Expenses</b> (Expenses booked and prepaid on City accounts)	\$
• Economy rate air fare	<b>914.12</b>
• Conference and convention registration fees	<b>1290.60</b>
• Taxi fares, car rental, public transit, or car parking	<b>71.43</b>
• Accommodation ( <b>4-nights</b> )	<b>1336.48</b>

• Meals	
• Incidental expenses	
• Ticket purchase for community events	
• Training Registration	<b>15.57</b>
• Membership Fees	<b>25.00</b>